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ABSTRACT

This long-range plan was prepared to satisfy the requirements of the Library Services and Construction Act (LSCA; Public Law 98-480) and to guide the Texas State Library and Archives Commission in the fulfillment of its statutory mission. The plan provides a framework for the establishment or expansion of programs to carry out the purposes mandated by the state and federal governments. The first four chapters provide an overview of the Statewide Library Development Program of the Texas State Library, including an assessment of the current situation of libraries in Texas and goals and objectives for improving library services in Texas in the coming years. More detailed information on the library development program is provided in the appendixes, which include materials on the Automation and Resource Sharing Plan (for fiscal years 1989-1991); Evaluation and Criteria (guidelines, forms, and reports for projects included in the annual program); Dissemination of LSCA Information; Coordination of LSCA Programs with Institutions of Higher Education and Public Schools; and policies and procedures for the allocation of Title I, Title II, and Title III funds. (CGD)

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THE LONG RANGE PLAN FOR STATEWIDE LIBRARY DEVELOPMENT IN TEXAS 1989-1991

Library Development Division
Texas State Library

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PREFACE

The Long Range Plan for Statewide Library Development in Texas: 1989-1991 is the result of many hours of discussion and planning on the part of many individuals, including Texas State Library staff and librarians and lay persons throughout Texas. The first four chapters give an overview of the Statewide Library Development Program of the Texas State Library. An assessment of the current situation of libraries in Texas is provided, the goals and objectives for improving library services in the coming years are set forth, and cost estimates are given to close the gap between current levels of service and standards. The appendices following Chapter 4 provide more detailed information about the Library Development program. These include an Automation and Resource Sharing Plan (Appendix A) prepared by Edward Seidenberg of the Library Development staff.

The Long Range Plan goals and objectives are fully consistent with the Biennial Plan for 1988-89 submitted to the Legislative Budget Board of the Texas Legislature in October, 1986.

The Library Development Division would appreciate receiving any questions, comments, or suggestions concerning the Long Range Plan.

LONG-RANGE PLAN SUMMARY

INTRODUCTION

Under the Library Services and Construction Act, and the Library Systems Act, this Agency has responsibility to establish libraries in those areas presently unserved; to improve service to areas presently served; to create community information and referral centers; to encourage networking, cooperation, and resource sharing; to establish and extend service to the handicapped, institutionalized, aged, and disadvantaged; to promote construction and renovation of physical facilities; to strengthen the State Library; to consult, teach, plan, collect data and report on the condition of Texas public libraries; to plan for library development, and administer statewide systems; and to apply the benefits of technology to library administration and services.

The Long Range Plan provides for the orderly establishment and expansion of programs needed to carry out the above objectives. After approval by the Library Services and Construction Act Advisory Council, the plan will be further reviewed by the State Librarian before being sent to the State Library and Archives Commission, which by law has final approval and oversees all of the programs of the Texas State Library.

Five major development goals have been identified for 1989-1991.

GOAL 1. Improve library service and increase library resources through financial support.

GOAL 2. Make material and information more easily available to patrons by encouraging libraries to share resources.

GOAL 3. Extend library service into unserved areas.

GOAL 4. Provide needed training and information for librarians and those in positions of responsibility.

GOAL 5. Enhance service to persons with special needs.

ROLE OF THE STATE LIBRARY

To help meet these goals the State Library, through the Library Development Division, offers direct services and administers grant programs.

Direct services include providing consulting services, giving continuing education workshops, operating a library science collection, and encouraging reading through the Texas Reading Club.

Grants are awarded for a variety of programs:

Texas Library Systems - Grants are awarded to the 10 Major Resource Center libraries to purchase library materials and a-v equipment, train staff, loan films, offer consulting services, loan rotating and extension collections, assist with literacy programs, and provide data processing services for public libraries within the region.

Texas State Library Communications Network - Grants go to the ten largest public libraries and to 30 college libraries to fill material requests submitted by public, academic, and special library patrons.

Public Library Construction - In years in which Congress appropriates funds for this purpose, grants are awarded to public libraries for new construction, expansion, and renovation.

Multi-type Library Cooperation - Funds are awarded to further cooperation and coordination among public, academic, school, and special libraries. Projects must include at least two types of libraries.

Major Urban Resource Centers - Funds are granted to public libraries in cities over 100,000 population to assist them in serving persons outside of their tax-supporting area. Services include reference, on-site use of the collection, and circulation of materials to non-residents.

Interlibrary Loan Resource Center Bibliographic Network - Financial support is given to the 10 largest public libraries to place cataloging records into the OCLC database, where the records may be identified by other libraries and the material borrowed through interlibrary loan.

Establishment Program - Counties without a public library may apply for assistance in establishing one.

State Institution Support - State hospitals, schools, homes, and detention centers are awarded allotments of funds for the purchase of library material.

Disadvantaged Populations Services - Funds are awarded to public libraries offering library services to meet the special needs of those who are socially, culturally, or economically disadvantaged.

Project Partners - Beginning in 1990, matching grants will be given to library groups to assist them in purchasing a shared automated library system or in linking separate, stand-alone systems for the purpose of encouraging resource sharing among nearby libraries.

SOURCE OF FUNDS

The Library Development Division uses both state and federal funds to carry out its mission. In SFY 1988, fifty-four percent of the Division's $12,893,718 budget consists of federal funds. Two percent of the budget is spent on administration, the remaining 98 percent is spent on grants or direct services to others.

TEXAS COMPARED TO OTHER STATES

Texas libraries entered the 1980's much behind libraries in other large states, and that relative position has not changed a great deal. Therefore, despite the growth in funding and services, the need for library development in Texas continues to exist. The latest available comparative data shows that in 1985 Texas public libraries spent $7.91 per capita from local sources, while Florida and Michigan spent well over $8.00, with New Jersey, New York, Illinois, California and Ohio spending $14.00 or more. Figures for state aid to public libraries tell a similar story. In 1986-87 Texas spent $.35 per capita, while Florida, California, and Illinois spent twice that amount or more. North Carolina and Pennsylvania spent well over $1.50, while New York spent $3.30 per capita, more than 9 times as much as Texas.

Many rural public libraries continue to fall far short of the minimum standards necessary to qualify them to receive system assistance. Population growth in urban areas has resulted in pressure for more facilities, staff, and materials. The Texas Education Agency reports that as many as 1,000 public schools may still be without a library. Significant programs of cooperation among all types of libraries has only begun and is largely non-existent outside of major urban areas.

AUTOMATION AND RESOURCE SHARING PLAN

A 1984 amendment to the Library Services and Construction Act requires each state to have a resource sharing plan. The plan submitted this year includes proposals for new resource sharing projects and for expanding existing projects. Under the plan the State Library will, among other things, adopt standards for automation and resource sharing projects funded with state and federal funds, and award matching grants to library groups to purchase or link automated systems. The plan may be found in Appendix A.

FIVE MAJOR GOALS

This section looks at the five major goals in greater detail. Each goal is broken down into more easily identifiable segments, justification in the form of a "need indicator" for each segment is given, and a cost estimate shown.

Need indicators identify the areas in Texas where need for library services exists. In determining the extent of the need, we first establish a standard. The standard may be national (American Library Association), state (Texas Library Association) or where standards do not exist, they are administratively determined by the Library Development staff. Standards represent the best judgement of the library community and are intended to be practical, that is, within reach. Second, we analyze the current status of library service through the use of surveys, performance reports, and information gathered by other governmental agencies. Third, we compare the current status to the standard. The amount existing library service falls short represents the "need". Fourth, need indicator cost estimates are determined by applying a current unit cost to the amount service falls short of standards. The resulting figure is a rough estimate of funding needed to raise library service from the current level to established standards.

GOAL 1 Fund and support improved library services and increased library resources.

Under this goal the State Library may award grants to library systems for the purpose of increasing the number of persons served, for increasing library collection size, for increasing collection use, to answer a greater number of reference questions, and to inform the public of available library services. Major Urban Resource Libraries (MURL) will be partially compensated for the services they provide without charge to persons living outside of their tax-supporting area. Services include on-site use of the collection, answering reference questions, and loaning library material.

Funds will also be awarded, if available, for building new, or upgrading existing library physical facilities.

Administering state and federal funds and programs is the responsibility of the Library Development Division. Strict accountability of expenditures and programs under this goal and all others is achieved by advance planning of programs and budgets, by producing guidelines and rules for program administration, by monitoring fiscal and program performance, and by overseeing the LSCA Grant application process.

NEED INDICATORS AND COSTS

Persons served - All Texans should be served by libraries which are full members of the Texas Library System. In SFY 1986 959,568 were served by non-system member libraries. Using the 1986 average cost of $8.93 per capita spent by system members, $8,568,942 is needed for non-system member public libraries to reach minimum requirements for membership in the Texas Library System.

Library materials - Four items (print and non-print material) per capita is the administrative standard set for collection resources. The state average is 2.3, with 4 systems falling below the average. To bring library resources up to standard 25.7 million items should be purchased, which at an average cost of $12 per item will require $308,109,312.

Library use - Attendance at all system-sponsored audiovisual showings should total one per capita. Attendance in 1986 totalled 7,816,534, leaving a gap of 8,868,466. At the statewide average of $.25 per viewer, $2,217,117 is needed to bring attendance up to standard.

Extension collection circulations - Circulations from system extension collections should total 150,000 annually. Circulations actually totalled 82,047 in SFY 1987, leaving a gap of 67,953. At an average cost of $.24 per circulation, $16,309 is needed to bridge the gap.

Publicity material - The library system should have a strong public relations program which distributes 2,000,000 pieces of publicity each year. Actual performance was short by 1,310,173 pieces. At an estimated cost of $.19 per piece, $248,933 is needed to reach the administrative standard.

Automated circulations - Resource sharing is encouraged through the application of technology. Automated circulations on system-supported systems should total twenty percent of statewide circulations. Actual performance fell short of this standard by 5,554,071. At an average cost of $.15 per automated circulation, $833,111 is needed to reach the standard.

MURL services - Persons outside of the tax-supporting area of MURL libraries should have free access to MURL collections and services. One million persons are expected to make on-site use of MURL facilities, receive reference assistance, and check out 300,000 items. Actual performance fell short in all three areas, but need indicator cost estimates are not available at this time.

Physical facilities - Based on data from a 1983 survey conducted by the State Library, 82 percent of public library facilities fall below Texas Library Association standards. Over 11 million Texans, or 88 percent of the population served by libraries, do not have access to adequate library facilities. A total of 3.6 million square feet of floor space is needed to meet standards. Further, over 15 percent of public libraries, totalling 1.5 million square feet, were built more than 50 years ago and are in need of replacement. At an average cost of $56 per square foot, excluding site acquisition, $285,600,000 is required for new construction.

GOAL 2 Encourage libraries to share resources and information.

Sharing of collection holdings among libraries is one excellent way to improve delivery of materials and information to library users. The first step in sharing is to mark the location of library materials. This is done by entering data into bibliographic databases, which are directly or indirectly accessible to all system members, and by creating and distributing "union" lists of periodicals, journals and other specialized publications. The next step is to provide a mechanism to borrow materials and have reference questions answered. Free interlibrary loan service fills this need. The third step is to broaden the number and types of libraries participating in interlibrary loan by including academic, school, and special libraries, and to encourage the development of regional and local cooperative resource sharing projects.

NEED INDICATORS AND COSTS

Database records - All holdings of interlibrary loan referral centers should be accessible through the OCLC database. The state average is 56 percent, with some centers falling as low as 30 percent. At an average cost of $1.29 per title, $1,978,895 is required to enter the remaining titles into OCLC.

Union listing - An administrative standard has been set to have 75 percent of all Texas OCLC members also participate in the statewide union list of serials. An estimated $250,000 is needed to reach the standard of 109 libraries from the present 86 participants.

Network interlibrary loans - The standard for requests filled through the network is one-half (.5) percent of total public library circulation. In SFY 1987 performance was 102,365 transactions short of the standard. At an average cost of $10.70 per filled request, $1,095,306 additional is needed to reach the standard.

Reciprocal borrowing - Libraries within a given geographic area should maintain reciprocal borrower's privileges, to enable any person within the area to freely use materials from any nearby library. There are 412 system member libraries in Texas; only 56 have system-sponsored reciprocal borrowing agreements. At an average cost of $.80 per circulation, an estimated $194,322 is needed to bring current levels of participation up to the standard of one percent of total system circulation. .

Multitype library cooperation - Twenty-five percent of all Texas libraries should be participants in multitype cooperative organizations and activities. There is a gap of 1,469 libraries between the standard of 1,726 and the number actually participating. At an average cost of $10,050 per library, $14,763,450 is needed to attain the goal.

Shared automated systems - Beginning in 1990, an administrative standard has been set to have 50 percent of system members, or 206 libraries, participate in shared automated systems, compared to the 26 members now participating. Estimated start-up costs for data conversion and computer system purchases total $33,183,098.

Resource sharing projects - All library systems should conduct projects to share resources and information between system headquarters and member libraries, e.g., reference referral and lateral interlibrary loan. Only two systems have such projects. At an average cost of $45,197 per system, $361,576 is needed to reach the standard.

GOAL 3 To extend library service into unserved areas.

Over 1,193,579 Texans in 60 counties live in areas without library service. To correct this deficiency we have taken a three-pronged approach. The first is to encourage the establishment of public libraries in unserved counties; the second is to encourage all counties to fund library service; the third is to encourage library systems to provide books-by-mail programs to reach a portion of the unserved.

NEED INDICATORS AND COSTS

Serving the unserved - All Texans should have access to free public library service within reasonable driving distance. At the average system support of $8.93 per capita, $10,658,660 is needed to bring library service to the 121,368 who live in 14 counties without public libraries, and the 1,072,211 who live in unserved areas of 46 counties. Building construction costs are excluded from this figure.

Books-by-mail service - An administrative standard has been set to offer books-by-mail service to that portion of the unserved living in counties without any library service. At an average cost of $1.70 per circulation, $206,326 is needed to raise the existing level of service to reach every citizen in the target group.

GOAL 4 To provide training and information on all aspects of library services to librarians and others.

A program of on-going education for librarians and staff is essential to assist those administering libraries and providing service to refresh their skills and add knowledge on new library topics to better serve the public. Both the State Library and library systems offer consultation services and continuing education workshops on such topics as collection development, services to the disadvantaged, automation, outreach, and staff training.

The State Library also operates a jobline service for librarians seeking new employment, and administers a collection of library science material which is available on free loan.

NEED INDICATORS AND COSTS

Consulting hours - The State Library and the library systems should provide regular and frequent advisory and consulting services. An administrative standard has been set of 5,000 consulting hours for the State Library and of 20,000 consulting hours for the library systems. Actual performance fell short of this standard by 11,206 hours. At an average cost of $29.66 per hour, $332,370 is needed to bring the number of consulting hours up to standard.

Continuing education hours - The State Library and library systems should provide regular programs of in-service and continuing education for librarians and others. An administrative standard has been set for the State Library and the library systems to each provide 20,000 continuing education student hours. At an average cost of $14.96 per hour, $341,986 is needed to reach the standard from the existing level of performance.

GOAL 5 To improve library service to persons with special needs.

Library systems and local libraries are encouraged to establish programs and projects to assist the disadvantaged--the elderly, the limited English speaking, the unemployed, migrant workers--those in state residential institutions, the blind and physically handicapped, those in need of adult literacy instruction, and children.

NEED INDICATORS AND COSTS

State institutions - National library standards exist for adult and juvenile correctional institutions, and for institutions for the mentally retarded. Based on a 1981 survey conducted by the State Library, substandard conditions exist at every institution and in almost every area of library service. To focus on just two areas, $1,838,900 is needed to hire 71 staff members, and $2,638,176 is needed to purchase 219,848 books. Cost estimates for physical facilities, magazines, newspapers, audio-visual materials and equipment, and interlibrary loan and reference services are not available at this time.

Blind and physically handicapped persons served - No one knows the exact number of Texans who are blind or physically disabled. The Division for the Blind and Physically Handicapped estimates that 200,000 eligible Texans desire to receive library service. The actual number served is 19,814. At an average cost of $54 per patron, $9,730,044 is needed to reach those desiring service.

Literacy instruction - According to the 1980 U.S. Census, over 4 million adult Texans have not completed high school. In some parts of the state the high school dropout rate is over 40 percent. The Texas Education Agency has estimated that over 2 million Texans are functionally illiterate. To help meet the need for a fully literate population, an administrative standard of 1,000,000 student literacy instruction hours has been set. In SFY 1987 233,653 literacy hours were delivered, leaving a gap of 766,347. At an average cost of $2.00 per hour, $1,532,694 is needed to begin addressing this pressing need.

COST SUMMARY

By using clearly defined, measurable standards, by comparing existing service with those standards to determine need, and by applying current unit costs to need we determine the funds needed to raise current levels of service to the standard. The total of all individual cost estimates is $684,699,527, which may seem prohibitively large. While these needs cannot be addressed completely in one or two years, many can be met with a sustained development effort over the next twenty years. Local governments in Texas spend $127,000,000 annually with the state and federal governments together spending an additional $12,800,000 annually. These levels of support would have to be increased significantly for many years to address the library development needs described in this Long Range Plan.

Chapter 1

INTRODUCTION TO THE LONG RANGE PLAN FOR STATEWIDE LIBRARY DEVELOPMENT

PURPOSE OF PLAN

The Texas Long Range Plan for Library Development 1989-1991 has been prepared to satisfy requirements of the Library Services and Construction Act, P.L. 98-480 and to guide the Texas State Library and Archives Commission in the fulfillment of its statutory mission.

Under the Library Services and Construction Act, federal funds are provided to assist states to:

- Establish, extend, and improve public library services in areas of the state that are without these services or where services are inadequate;
- Construct public libraries;
- Establish, extend, and improve library service to the handicapped, the institutionalized, the disadvantaged, persons with limited English speaking ability, the aged, and those in need of literacy training;
- Provide assistance to libraries to serve as community information and referral centers;
- Strengthen the state library agency;
- Strengthen major urban resource libraries;
- Engage in planning for cooperative library networks and for statewide resource sharing;
- Establish, expand, and operate library networks to serve public, academic, school, and special libraries;
- Increase services and access to services through effective use of technology.

The Texas Legislature has charged the Texas State Library and Archives Commission with the following duties:

- Aid and encourage development and cooperation in all types of libraries;
- Supervise county public libraries by visiting, advising, and assisting;
- Give advice on the establishment of public libraries, conducting library institutes and encouraging library associations;
- Collect reports on the holdings, services, staff, and budgets of public libraries;
- Ascertain the condition of all Texas public libraries and report these to the Commission;
- Adopt a state plan for improving public libraries and for public library construction;
- Establish and develop a state library system.

The Long Range Plan provides a framework for the establishment or expansion of programs to carry out the purposes mandated by the state and federal governments.

DEVELOPMENT OF PLAN

Planning for Statewide Library Development involves the efforts of many librarians and lay persons throughout the state. These groups and individuals, and their roles and responsibilities, are as follows:

Major Resource Systems

The ten major resource systems engage in extensive planning efforts, the results of which are incorporated in the Long Range Plan. Most of the systems have established planning committees made up of librarians and lay representatives. The committees may be organized by system program (Collection Development, Audiovisual Services, etc.) or by geographic region within the system. Some systems incorporate both types of planning committees. The results of the committee deliberations must ultimately be approved by the System Advisory Councils, which are seven-member lay boards elected by the lay representatives from each member library. Every two years, in even-numbered years, systems must submit a long range plan for the upcoming state biennium. Approved service objectives from these plans are incorporated in the Texas State Library and Archives Commission budget proposal to the Texas Legislature.

Library Systems Act Advisory Board

The Library Systems Act Advisory Board is a five member board, made up of librarians, appointed by the Commission. The Board meets several times a year to review the rules and regulations which govern the Texas Library System as well as other administrative policies and guidelines for the system program. The results of their actions and recommendations are incorporated into long range planning for system services.

Library Services and Construction Act Advisory Council

The LSCA Council is comprised of 13 members, some of which are librarians and some lay persons. The Council is appointed by the Commission to represent various areas of the state, as well as various disadvantaged library user groups, and sizes and types of libraries. The LSCA Council makes recommendations concerning programs which are funded entirely or partially with federal LSCA funds. They review and approve the Long Range Plan, the Annual Program, and the Basic State Plan for Statewide Library Development. The suggestions and recommendations of the LSCA Council are incorporated into long range planning for federally funded programs.

The State Librarian

The State Librarian is the executive and administrative officer of the Commission. As such he assists the Commission in the formulation of policy and sees to the administration of programs authorized by the Commission in accordance with state and federal statutes. Under the Library Systems Act, the State Librarian must approve annual plans of service submitted by the major resource systems. The State Librarian appoints the staff of the Library Development Division which sees to the day-to-day administration of the plans for statewide library development.

The State Library and Archives Commission

The State Library and Archives Commission is the governing body which oversees all of the programs of the Texas State Library. The Commission is comprised of six members, appointed by the Governor and approved by the State Senate to serve six-year terms. The Commission must approve all policies, programs, and plans which result from the planning activities described above as part of their overall responsibility for fostering the development of library services in Texas.

MISSION AND GOALS

The mission of the Texas State Library is to expand public access to the resources of all types of libraries, provide assistance to Texas libraries, and increase use of libraries by all Texans.

In accordance with this basic mission, five major goals have been established for Statewide Library Development in the years 1989-1991:

GOAL 1 **To assist in financing and supporting improved library services and increased library resources in Texas.**

GOAL 2 **To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.**

GOAL 3 **To provide public library service in unserved areas and encourage public libraries to form into larger units of service.**

GOAL 4 **To provide training and information on all aspects of library services to librarians and library users.**

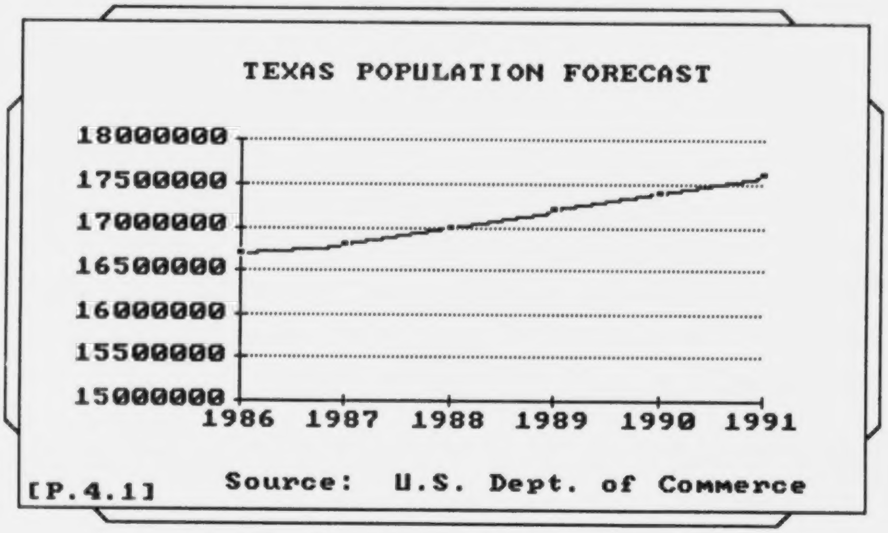
GOAL 5 **To improve library service to persons with special needs by providing programs aimed at selected groups.**

LIBRARY DEVELOPMENT IN TEXAS

TEXAS AND ITS LIBRARIES

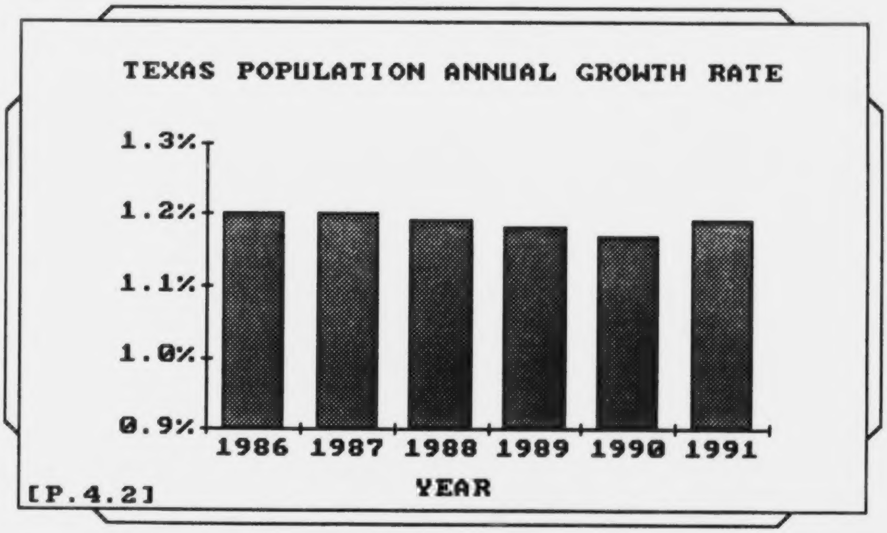
As Texas moves toward the end of the decade, the general pattern of growth and development characteristic of the early 1980's is expected to continue, though at a slower pace.

Presently Texas ranks second in area and third in population among the 50 states. The U.S. Census Bureau estimates the 1987 Texas population to be 16,789,000. This represents an increase of 18 percent over the official 1980 figure. The Bureau forecasts continued growth, predicting a population by 1990 of 17,391,100 and by 1995 of 18,433,600.



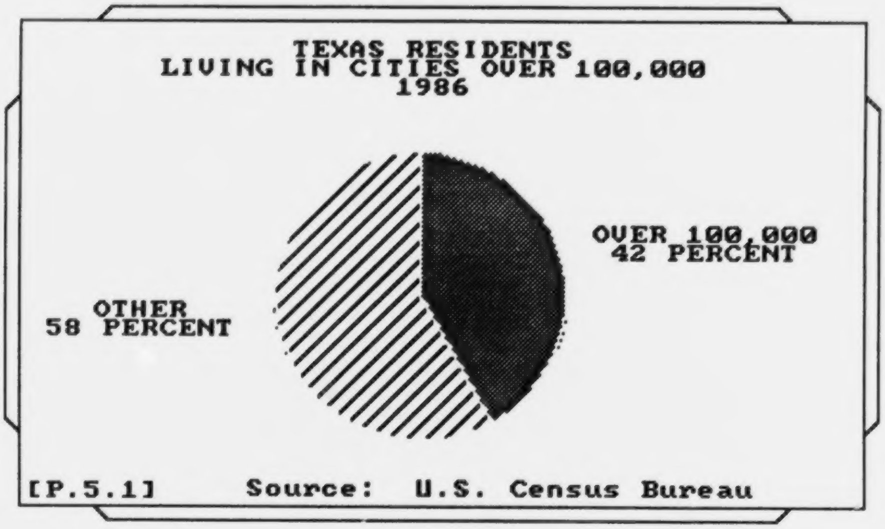
[P.4.1] Source: U.S. Dept. of Commerce

The forecast also indicates a much slower rate of growth than occurred in the early 1980's when dramatic oil price increases caused a temporary surge in the Texas economy which drew many new residents to the State. The Bureau forecasts about a 1.2 percent annual population growth rate for Texas in the remaining years of the 1980's.



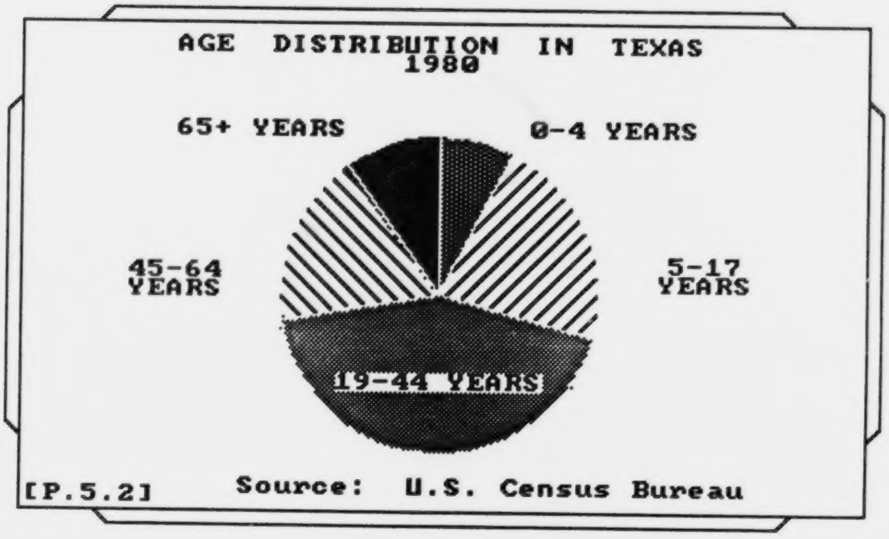
[P.4.2]

The urbanization of Texas is a significant trend that will continue. Texas is the only state with three cities among the ten largest in the country. According to U.S. Census Bureau estimates, four more cities passed the 100,000 population mark between 1980 and 1987 (Odessa, Abilene, Plano, and Brownsville) bringing the total number of major urban areas to twenty. Approximately 42 percent of all Texans live in one of these twenty large cities.



[P.5.1] Source: U.S. Census Bureau

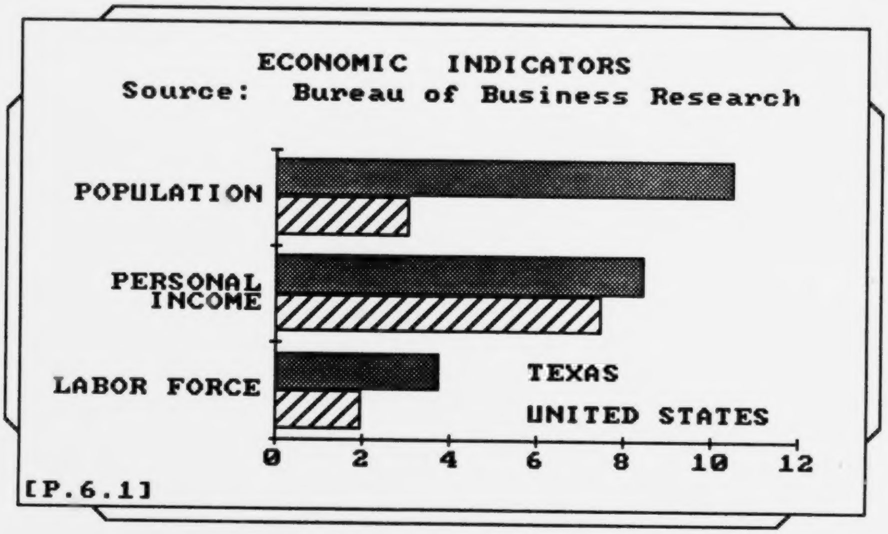
The age distribution of Texas residents according to the Census Bureau's 1980 figures shows a predominance of persons 18-44 years of age.}



[P.5.2] Source: U.S. Census Bureau

This distribution is expected to change only gradually, with a slight aging of the overall population by 1989.

The Texas economy was among the most robust in the nation throughout the early 1980's, due to a healthy oil economy and an influx of new service and manufacturing industries. According to the Bureau of Business Research, Texas easily outpaced the rest of the country, taken as a whole, in growth of income, labor force, and population.

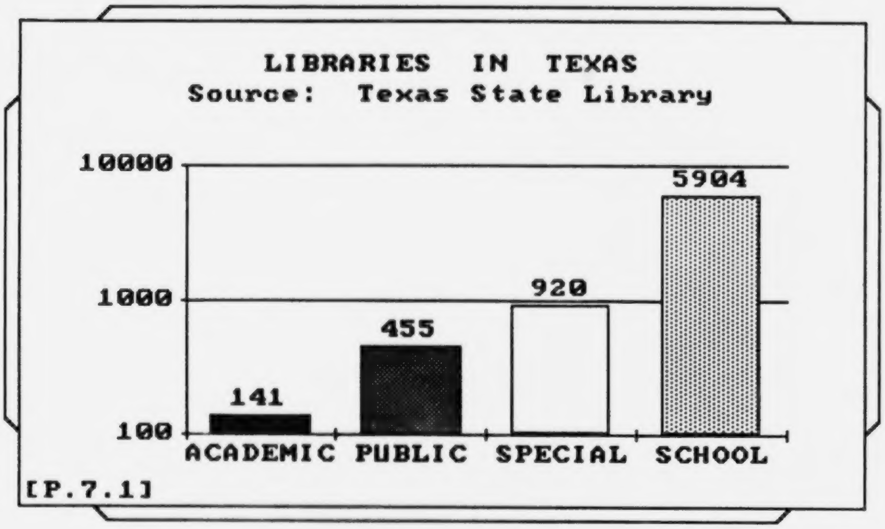

ECONOMIC INDICATORS
Source: Bureau of Business Research

[P.6.1]

This very rapid economic growth and development has not been sustained. The oversupply of oil and consequent drops in price have hurt the Texas economy, much of which is dependent on a healthy petroleum industry. Problems in the agricultural economy have also hurt areas of the state and retarded growth. On the other hand, the Bureau predicts a long term trend of decreased dependence on such resource-based sectors in sustaining a strong Texas economy. Where in 1981 over 18 percent of the state's gross product was attributable to agricultural and mining (mostly oil and gas) activity, by the year 2006 the Bureau forecasts this proportion to drop to under 6 percent.

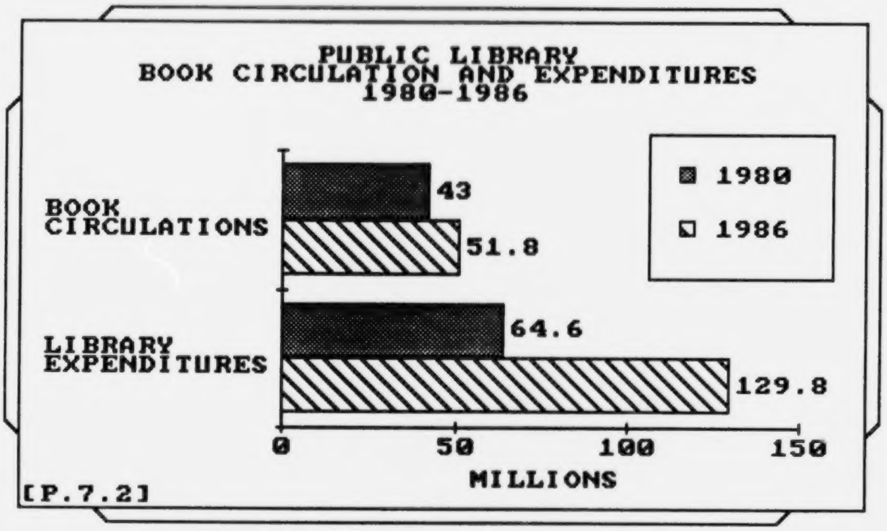
The late 1980's are proving to be a time of transition from the "boom" years of the early 1980's which were fueled by the skyrocketing price of oil, to a more sustainable and ultimately more healthy Texas economy based primarily in manufacturing and service industries.

There is little doubt that Texas libraries benefited from the rapidly growing Texas economy in the early 1980's. As of 1986, the number of public libraries had risen to 455; academic libraries totaled approximately 141, special libraries, 920, and public school libraries, 5,904.



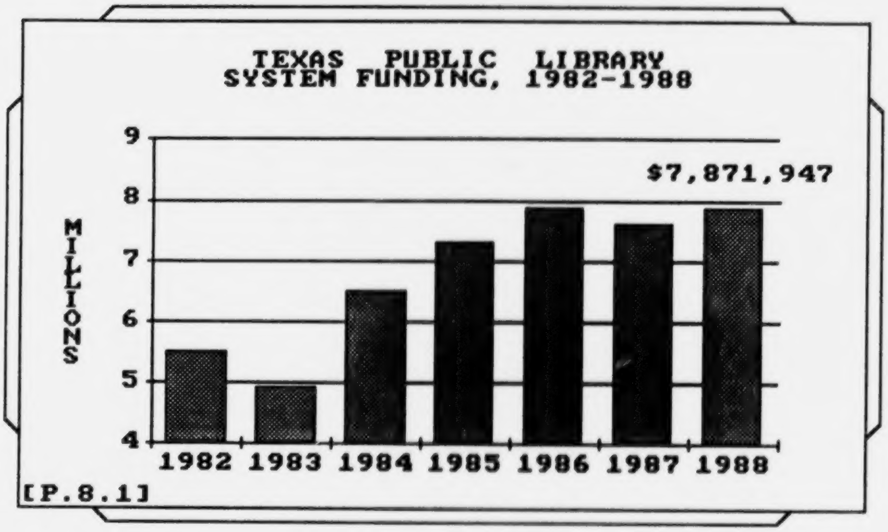
[P.7.1]

To use public libraries as an example of this growth, between 1980 and 1986, total public library expenditures from local sources showed an increase of 101 percent to over 129 million in 1986. Inflation absorbed much of this increase; however, an increase in services was also seen during these years. Book circulation, for example, increased by 20 percent over the same period.



[P.7.2]

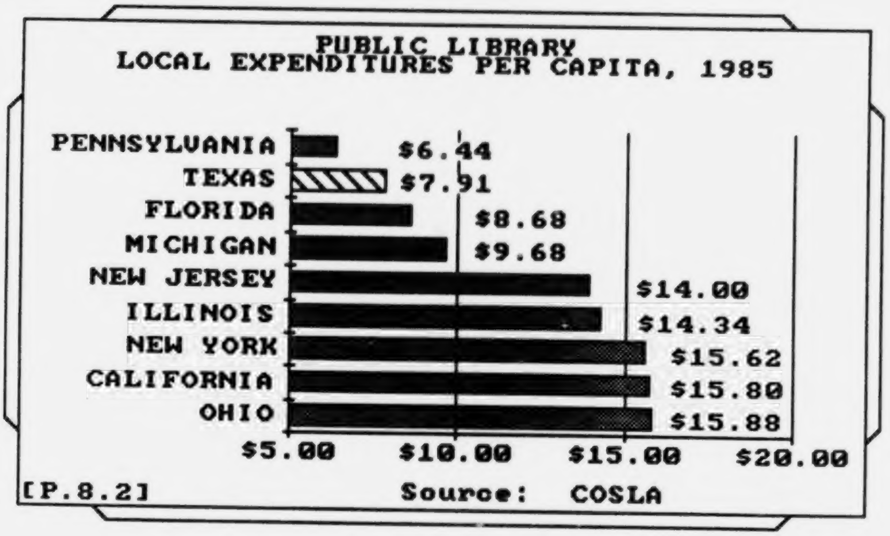
State support of public libraries through the Texas Library System program realized a similar increase. Between SFY 1980 and 1988, system funding, comprised of state and federal funds, rose by 100 percent.



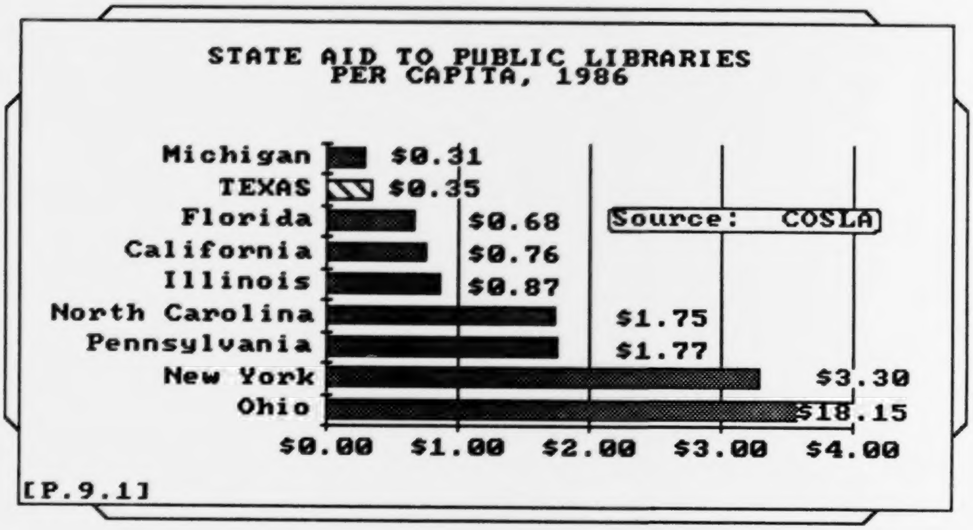
Similar growth in funding and services also occurred in other types of libraries during this period.

At the same time, it is important to note that Texas libraries began the 1980's in an inferior position compared to libraries in most other large states. Therefore, despite the growth in funding and services it is clear that the need for library development in Texas continues.

Again, to use public libraries as an example, in 1985 Texas public libraries expended approximately $7.91 per capita from local sources for library services. This amount was significantly less per capita than that spent in most other major states.



Figures for state aid to Texas public libraries in 1986-87 tell a similar story. While the State of Texas expended approximately $.35 per capita to aid public libraries, states such as Ohio, New York, Pennsylvania, and North Carolina were expending many times this amount.



As Texas libraries move closer to the 1990's the need for continued growth and development remains. Many rural public libraries continue to fall far short of the minimum standards necessary to qualify them to receive assistance through the public library systems. Continued population growth in urban areas has resulted in increased pressure for more facilities, staff, and library materials to meet the demand for public and school library services. The Texas Education Agency reports that as many as 1,000 public schools in Texas may still be without a library. The decline in state revenues as a result of the downturn in the state's economy has produced a funding crisis for libraries in state colleges and universities. Significant programs of cooperation between all types of libraries in Texas has only begun and is largely non-existent outside of major urban areas.

Whether Texas libraries can continue to grow and develop in the immediate future is an open question, from the perspective of the present. The transition predicted by economists from a resource-based economy to a service and manufacturing-based economy in Texas has proven to be a difficult and painful one for libraries and for other public sector agencies which are dependent, to a greater or lesser degree, on tax revenues generated by oil and gas production and related industry. Making good use of what tax resources are available, and continuing to seek improvement and development in a slower-growth environment will provide the challenge for library development in the remaining years of this decade.

THE TEXAS STATE LIBRARY

The Texas State Library is the agency of state government charged with seeing to the continued development of library services in the state.

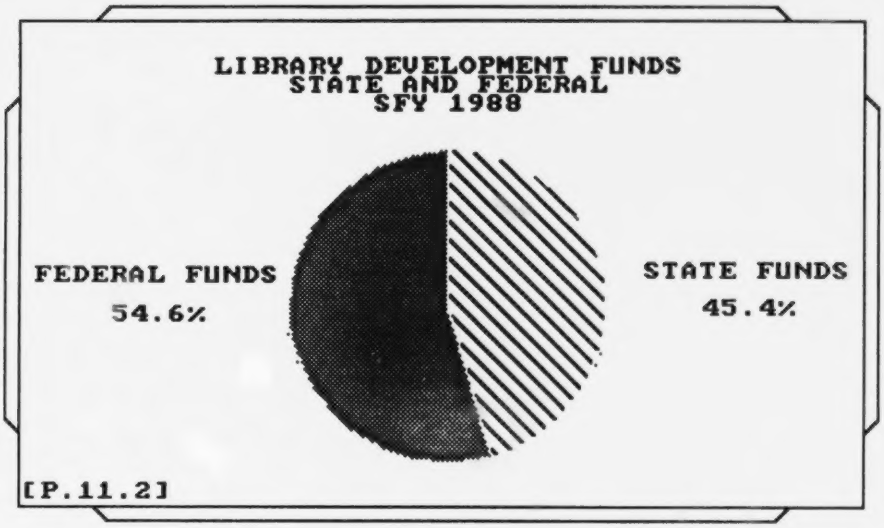
The Texas State Library had its official beginning in 1839 when President Mirabeau B. Lamar signed a proclamation establishing a library for the Republic of Texas. In 1909 the Texas Legislature created the State Library and Archives Commission. It is composed of six members appointed by the Governor and approved by the Senate. The State Librarian is the executive and administrative officer of the Commission.

After passage of the federal Library Services and Construction Act in 1965, the Texas State Library was designated by the Texas Legislature as the agency to administer funds to be available under this legislation.

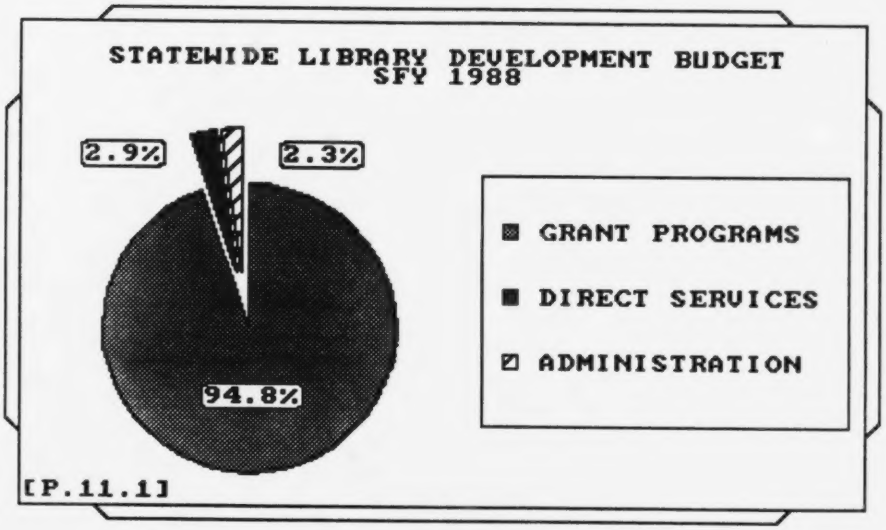
The 1969 Library Systems Act greatly increased the responsibilities of the State Library and created the Texas Library Systems Act Advisory Board. This five member board advises the State Librarian regarding rules and regulations under the Systems Act.

The Texas State Library is organized into six divisions and an Administrative Support Service. The Archives Division maintains, and makes available for research, official records of Texas. The Blind and Physically Handicapped Division is one of the 56 such regional libraries, and is designated by the Library of Congress to circulate special reading materials for the blind and physically handicapped throughout the state. The Information Services Division provides services to state government, federal and state documents depository libraries in Texas, and to all citizens interested in tracing their family history through an extensive collection of genealogical materials. The Records Management Division is charged with the responsibility of managing all public records for the state. The Regional Depository and Local Records Division administers the Regional Historical Resources Depository Program, a collection of inactive county, city and school records.

The Library Development Division of the Texas State Library is responsible for administering programs to improve library services for all Texans. The division utilizes state funds appropriated by the Legislature in addition to federal funds made available under the Library Services and Construction Act. Federal funds currently make up 55 percent of the division's budget.



The Library Development Division provides direct assistance through its programs of consulting, continuing education and publicity, as well as providing assistance indirectly by means of making grants to a variety of libraries throughout the state. In SFY 1988, grants made to public, academic, and other libraries, as well as to library consortia in the state, will account for 95 percent of the division budget, with direct services and administration accounting for 3 and 2 percent respectively.



Among the direct services which the Library Development Division offers to libraries and librarians in the state are the following:

- Consulting Services. Librarians, trustees, and other interested persons may receive special assistance on all aspects of library development and library operations from several consultants employed by the division. Consultants have special skills in outreach services to the disadvantaged, minorities, and handicapped; in library services for state residential institutions; in establishing library services in unserved communities; and in automation of library functions.

- Continuing Education. Each year the State Library conducts workshops for librarians and trustees to gain or update their skills. Topics have included reference interview techniques, evaluation of library services, children's programming, services to the aging, services to the handicapped, services to Hispanics, using volunteers, and microcomputer applications. Every two years members of the Public Library System Advisory Councils attend a conference sponsored by the State Library to acquaint them with the Texas Library System. Information on upcoming workshops and conferences is published in Library Developments, the division's newsletter.

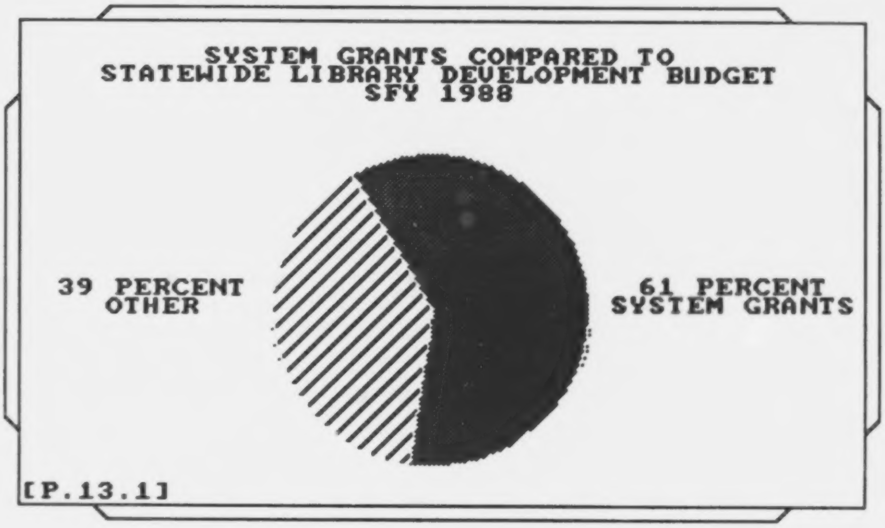
- Library Science Collection. Any Texas resident may call toll-free to request information or materials about libraries, library science, or information science from a collection of 5,000 books and periodicals, vertical file materials, audiocassettes and videocassettes. A microfiche catalog of holdings is distributed semi-annually to 50 libraries, and an annotated list of new additions to the collection is published every two months in Library Developments, the division's newsletter.

- Texas Reading Club. The Texas Reading Club offers an annual theme to attract children to the joys of reading. Free promotional materials include four-color posters, bookmarks, certificates, and reading logs. In addition, each library receives a manual with suggestions for programs, games, group activities, and reading lists based on the theme concept. Themes of recent years were SPACE CAPERS, READING RODEO, MAGICAL MYSTERIES, AWESOME ADVENTURES, and ANIMAL ANTICS. More than 350,000 children participate in the program each year.

As was noted above, most of the activities of the Library Development Division are carried on by means of subgrant contracts with libraries and consortia to accomplish specific service objectives for statewide library development. The current subgrant programs offered by the division are as follows:

- Texas Library System. In 1969 the Texas Legislature authorized the organization of library systems to improve library services and to make resources accessible to all residents of the area that the member libraries collectively serve. The Texas State Library and Archives Commission designated the public libraries in Abilene, Amarillo, Austin, Corpus Christi, El Paso, Fort Worth, Garland, Houston, Lubbock, and San Antonio as Major Resource Centers to provide services to libraries within a specific region. Each year the State Library awards grants to Major Resource Center libraries to provide these services. The grants may be utilized to purchase library materials and audiovisual equipment, train library staff, loan films, provide library data processing services, offer consulting services, loan rotating and extension collections, assist with literacy training programs, or provide mail delivery of paperbacks to people who are homebound or are not served by a public library in their county.

The Texas Library System program is by far the largest program administered by the division, accounting for approximately 61 percent of the divisional budget.



- Public Library Construction Program. Grants are awarded for new construction or purchase, additions, and remodeling, in those years in which funds are appropriated by Congress. Guidelines and preapplications are available on request in December. Preapplications are due in May. Successful applications are funded for a three year period beginning in September.

- TexNet. The interlibrary loan services provided by TexNet allow users of public, academic, or special libraries to borrow from other libraries materials that are unavailable at their local library. To operate this program, the Texas State Library contracts with 10 of the largest public libraries and approximately 30 college libraries to fill or refer requests for materials submitted by public, academic, or special libraries. Reference questions which cannot be answered may also be referred to the interlibrary loan center at the library in Abilene, Amarillo, Austin, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, Lubbock, or San Antonio.

- Grants for Multitype Library Cooperation. Title III of the Library Services and Construction Act provides funds to finance projects that demonstrate cooperation and coordination among public, academic, special, or school libraries. Eligible projects must involve or provide services to at least two of the above types of libraries. Application guidelines are published each November to assist applicants in developing proposals for evaluation by the LSCA Advisory Council, a group of 13 citizens and librarians. Successful applications are funded for a one-year period beginning in September.

- Major Urban Resource Library Grant Program. MURLs grants are made to public libraries in cities with over 100,000 population to assist the libraries in serving persons outside their tax-supporting area. Services provided by the Major Urban Resource Libraries include on-site use of collections, on-site and telephone reference services, and circulation of materials to non-residents.

- Interlibrary Loan Resource Center Bibliographic Network. The State Library financially supports cataloging in the OCLC database by 10 public libraries: Abilene, Amarillo, Austin, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, Lubbock, and San Antonio. The materials in these libraries can be identified by other libraries able to search the OCLC database and may be borrowed by placing an interlibrary loan request.

- Establishment Grant Program. Counties without a public library may apply for assistance in establishing public library services. Applications are mailed to eligible counties in January and are due at the State Library June 1. Counties are eligible for a minimum of $20,000 per year for up to three years.

- Institutional Grants Program. Under the federal Library Services and Construction Act, Title I funds for the purchase of library materials are available to state institutions that provide library services to residents. Eligible institutions may order library books and audiovisual materials through the State Library. Applications are mailed to interested state institutions each year. The minimum grant is $400 per institution with additional funding available to match the institutional library's expenditures for library materials.

- Public Library Services for Disadvantaged Populations. Grants are awarded to public libraries developing services to meet the special needs of and to encourage library use by the socially, economically and culturally disadvantaged, including unemployed persons, children of migrant workers, people for whom English is a second language, those living below the poverty level, people over 65, and adults with less than a 12th grade education. Application guidelines are mailed in November to assist applicants in developing proposals for evaluation by the LSCA Advisory Council, a group of 13 citizens and librarians. Successful applications are funded for a one-year period beginning in September.

Chapter 3

GOALS, OBJECTIVES AND TASKS FOR STATEWIDE LIBRARY DEVELOPMENT

The following are the major goals for Statewide Library Development in Texas, along with specific objectives and task statements which represent an action plan for State Fiscal Years 1989-91.

GOAL 1 **To assist in financing and supporting improved library services and increased library resources in Texas.**

Objective 1.1: To award system operation grants to the library systems.

Task 1.11 Increase the number of persons served by Texas library systems to 14,313,870.

Task 1.12 Purchase at least 209,256 volumes/items of library materials annually to support library and system services.

Task 1.13 Achieve annual attendance at system-supported film, video, and filmstrip showings of 6,817,136 persons.

Task 1.14 Achieve 129,915 circulations annually from system extension, rotating, and circuit collections (books, cassettes, art prints).

Task 1.15 Distribute 340,000 pieces of publicity materials through the library systems each year.

Task 1.16 Record 8,521,393 circulation transactions utilizing system-supported automated circulation each year.

Objective 1.2: To make grants to Major Urban Resource Libraries in years in which LSCA Title I funding exceeds $60 million nationally.

Task 1.21 Compensate the Major Urban Resource Libraries for the services they provide without charge to persons outside of their tax-supporting area, in order to ensure continued availability of one or more of the following non-resident services: on-site use of the collection, (720,000 annual total), use of reference services, (125,000 annual total), and circulation of library materials (200,000 annual total).

Objective 1.3: To assist in upgrading facilities of public libraries through the administration of LSCA Title II grants, when funding for Title II is available.

Task 1.31 Maintain current information on the need for improved public library facilities by conducting periodic surveys.

Task 1.32 Award Title II grants to qualifying public libraries by August 1 in years in which Title II Funds have been appropriated.

Objective 1.4: To provide financial and program accountability through the administration of state and federal funds.

Task 1.41 Conduct biennial planning and budgeting activities.

a) In odd-numbered years, complete goal and policy setting option identification by March 31 for biennial budget planning.

b) In odd-numbered years, receive staff recommendations regarding goals policy options, criteria and alternative programs by May 31.

c) In odd-numbered years, complete outline of biennial budget by September 30 and complete system budget guidelines by October 15.

d) In even-numbered fiscal years, prepare a biennial budget for submission to the Legislative Budget Board by March 31.

e) Submit annual performance report to the Legislative Budget Board by September 30.

Task 1.42 Monitor and revise Rules for Administering the Library Systems Act.

a) Seek advice on improvements in the Rules from the Library Systems Act Advisory Board, Major Resource Center directors, and system coordinators by May 31.

b) Disseminate to the public proposed Rules by July 31.

c) Hold a public hearing on the proposed Rules by October 31.

d) Publish Rules for Administering the Library Systems Act as adopted by the Texas State Library and Archives Commission by November 30.

Task 1.43 Monitor fiscal and program performance.

a) Prepare and submit to the U.S. Department of Education the LSCA Annual Report (performance and expenditure) by December 31.

b) Conduct at least three on-site evaluations of subgrantees by August 31.

c) Analyze requests-for-funds to assess if proper cash management procedures are being followed by subgrantees at the end of the 2nd and 4th quarters of the grant year.

d) Notify subgrantees of discrepancies between financial status reports and property inventory records by August 31.

e) Review subgrant financial status reports for accuracy and compliance within 30 days of receipt.

f) Conduct inventory of all subgrant equipment purchased with grant funds in May of odd-numbered years, and of system library materials in December of odd-numbered years.

g) Submit audit findings for subgrantees within 90 days following receipt by Grants Administrator.

h) Prepare and distribute audit manual for subgrantees by August 31.

i) Prepare expenditure report of state and federal funds by September 30 for Legislative Budget Board.

j) Minimize subgrantee unobligated fund balances by August 31.

Task 1.44 Prepare LSCA grant application

a) Complete update of statistical needs assessment for the Long Range Plan by December 31.

b) Complete census data analysis of LSCA priority groups and geographic areas for LSCA documentation by January 31.

c) Complete preparation of application and reporting guidelines for subgrant projects such as establishment, systems, Title III for inclusion in the LSCA Annual Program by February 28.

d) Mail the drafts of the LSCA Annual Program and Long Range Plan to the LSCA Advisory Council by March 31.

e) Seek the advice and approval of the LSCA Advisory Council by May 31.

f) Present the LSCA Annual Program and Long Range Plan to the Commission for approval by June 30.

g) Initiate the Texas Review and Comments process through the Governor's Office of Planning and Budget by July 30.

h) Publish and disseminate the Annual Program and Long Range Plan by September 30.

i) Receive Department of Education approval of the LSCA Annual Program and Long Range Plan by October 30.

Task 1.45 Conduct program administration activities

a) Mail guidelines for systems, Title III and establishment grant applications by November 30.

b) Mail guidelines for interlibrary loan budgeting by December 31.

c) Complete negotiations with referral libraries and mail final interlibrary loan contracts by July 15.

d) Mail system contracts by August 1, and mail contracts for all other subgrantees, including academic libraries receiving reimbursement for interlibrary loans to public libraries by August 15.

GOAL 2 To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.

Objective 2.1: To provide interlibrary loan services and answers to informational inquiries through a network of public, academic, and special libraries.

Task 2.11 Increase interlibrary loan requests filled by TexNet.

1989	1990	1991
180,000	190,000	195,000

Task 2.12 Monitor and evaluate the cost-effectiveness of interlibrary loan services. Conduct studies and pilot projects and write reports as necessary. Meet with the staff of each interlibrary loan center at least once each year.

Objective 2.2: To provide statewide information about the location of library materials in Texas through the creation or expansion of bibliographic databases.

Task 2.21 Add bibliographic records (FTU's, reclassifications, updates, original inputs) of the interlibrary loan centers to the OCLC database at the rate of 80,000 per year.

Task 2.22 Maintain a statewide union list of serials using the OCLC union listing capability. Current and future OCLC-based union lists will be profiled into a statewide list and individual libraries will receive financial assistance in adding their holdings to this database. The number of locations (summary holdings statements) shown on the union list will be:

1989	1990	1991
320,000	325,000	330,000

Task 2.23 Distribute at least one copy of the union list to participating libraries annually for use as an interlibrary loan location tool.

Task 2.24 Solicit college and university participation in the statewide union list. Encourage major universities to submit Title III grant applications to add their holdings to the union list.

Objective 2.3: To encourage public libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts; and to facilitate reciprocal borrowing by encouraging shared integrated automated systems.

Task 2.31 Achieve 7,500 system-supported reciprocal borrowing transactions annually.

Task 2.32 Beginning in 1990, monitor the number of direct borrowing agreements formally established between nearby libraries under Project Neighbor of the Automation and Resource Sharing Plan.

Task 2.33 Beginning in 1990, award LSCA Title I grants totaling $500,000 annually to public libraries as matching grants to purchase a shared automated library system.

Achieve a participation rate of 15 percent of the Texas public libraries in Project Neighbor.

Objective 2.4: To seek funding for the provision of interlibrary loan services to Texas school libraries.

Task 2.41 The State Library staff has prepared a report which explores the options and costs of participation of elementary and secondary schools in the interlibrary loan network. Conduct a pilot project annually in at least one rural school.

Objective 2.5: To encourage provision of regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries.

Task 2.51 Award LSCA Title III grants totaling at least $301,719 annually to conduct demonstration and cooperative projects among public, academic, school, and special libraries.

Task 2.52 Achieve 3,300 system-supported interlibrary loan transactions (reference referral and lateral interlibrary loan) annually.

Objective 2.6: To encourage the establishment of regional library systems, including public, academic, special, and school libraries, to engage in planning and provision of cooperative library services.

Task 2.61 Adopt criteria by which non-public libraries might be accredited for membership in a regional library system by September 1, 1988.

GOAL 3 To provide public library service in unserved areas.

Objective 3.1: To encourage and support the establishment of public libraries in unserved counties.

Task 3.11 Work with the systems and with citizens and officials in unserved counties to increase the number of counties with library services by one each year. (Total number of counties: 254.)

1989	1990	1991
241	242	243

Task 3.12 Award establishment subgrants to newly established public libraries as follows:

1989	1990	1991
1	1	1

Objective 3.2: To encourage library systems to provide library service to counties without local public library service.

Task 3.21 Provide access to direct library service through library systems' books-by-mail programs to 10,000 unserved and underserved Texans each year.

Task 3.22 Record 2,500 annual circulations from system-supported books-by-mail projects.

GOAL 4 To provide training and information on all aspects of library services to librarians and library users.

Objective 4.1: To provide technical assistance and consulting upon request to librarians, library staff, trustees, advisory councils, and interested persons.

Task 4.11 Provide in-depth specialized consultation in collection development, automation, technical services, staff training, outreach services, general library management, and in other areas through the Texas State Library to librarians, library staff, and interested persons at the rate of 2,800 hours per year.

Task 4.12 Record 15,326 consultant hours of assistance (on-site, phone, mail) by the library systems each year.

Objective 4.2: To facilitate, coordinate, and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for interested persons working in and with libraries.

Task 4.21 Provide the following number of continuing education student hours per year through the Texas State Library:

1989	1990	1991
12,000	13,000	13,000

Task 4.22 Enroll 2,300 persons per year for workshops offered by the Texas State Library.

Task 4.23 Produce and distribute 3,500 instructional manuals per year.

Task 4.24 Provide at least 11,055 continuing education student hours per year through the library systems.

Task 4.25 Maintain the number of persons attending workshops offered by library systems at 2,500 per year.

Objective 4.3: To collect and publish statistics from Texas public, special, and academic libraries.

Task 4.31 Publish Texas Academic Library Statistics by March 31 each year.

Task 4.32 Publish Texas Public Library Statistics and Texas Public Library Statistics: An Analysis by August 31 each year.

Task 4.33 Publish Special Libraries Directory by October 31 in even-numbered years.

Task 4.34 Examine trends in public library and Statewide Library Development program performance by issuing a report by December 31.

Task 4.35 Publish annual performance statistics for Statewide Library Development program in the Division newsletter by January 31.

Objective 4.4: To provide information and materials on all aspects of library and information services to interested persons.

Task 4.41 Distribute 50,000 informational materials each year through the Texas State Library.

Task 4.42 Provide jobline service to librarians seeking new employment. Record jobline telephone calls per year as follows:

1989	1990	1991
5,500	5,000	5,000

GOAL 5 To improve library service to persons with special needs by providing programs aimed at selected groups.

Objective 5.1: To assist libraries in improving library services to the disadvantaged.

Task 5.11 Maintain expenditures of at least $1,000,000 annually by the library systems for library materials and services which will impact disadvantaged persons served by local public libraries, including the elderly and the limited English speaking.

Task 5.12 Provide assistance to local libraries to improve services to limited English speaking and disadvantaged persons through the Texas State Library's consulting and continuing education programs and library science collection. (See Tasks 4.11, 4.21, 4.23, and 4.41 for performance measures.)

Task 5.13 Provide $475,000 in grants to local public libraries to develop services for targeted population (e.g., persons who are over 60 years of age, the impoverished, the unemployed person for whom English is a second language, migrant workers, adults who are illiterate, and persons in local institutions).

Objective 5.2: To strengthen libraries in state residential institutions.

Task 5.21 Increase materials available in state institutional libraries through a centralized acquisitions program. Annual purchases as follows:

1989	1990	1991
4,000	4,700	4,500

Objective 5.3: To provide direct services from the Texas State Library to the blind and physically handicapped.

Task 5.31 Maintain the number of locally-produced non-commercial titles for blind readers at 160 each year.

Task 5.32 Maintain a circulation of materials for the blind at 31 volumes per active patron per year.

Task 5.33 Maintain a circulation of materials for the blind at 25 volumes per active institution per year.

Task 5.34 Increase the number of new blind patrons registered by at least 3,000 per year.

Task 5.35 Increase the number of new institutions registered by at least 230 per year.

Objective 5.4: To encourage the use of libraries by children and young adults through distribution of promotional items.

Task 5.41 Distribute Texas Reading Club participation forms (Reading Logs) to public libraries upon request as follows:

1989	1990	1991
435,000	425,000	425,000

Objective 5.5: To provide assistance for adult literacy programs in public libraries.

Task 5.51 Provide assistance to libraries through the Texas State Library's consulting and continuing education services, library science collection, and video project to develop and improve local adult education programs. (See Tasks 4.11, 4.21, 4.22, 4.23, and 4.41 for performance measures.)

Task 5.52 Assist library systems in establishing local literacy projects which will result in 106,980 student hours of literacy and adult basic education activities in public libraries annually.

Chapter 4

NEED INDICATORS FOR STATEWIDE LIBRARY DEVELOPMENT

In determining the goals, objectives, and tasks for statewide library development, it is necessary, as a preliminary step, to establish need indicators which identify the areas in which library services in Texas are inadequate. These need indicators are arrived at through a procedure which:

1. Determines standards for library services in different service areas. The standards may be national (e.g., American Library Association standards), state (Texas Library Association standards); or, where these are non-existent, they may be administratively determined by the Texas State Library.

2. Analyzes the current status of library services as compared to the established standard(s). This analysis may involve the use of statistical data generated through Texas State Library annual and biennial questionnaires to various types of libraries in the state. It may involve the use of data gathered by other agencies (e.g., U.S. Census Bureau). It may result from periodic surveys or performance reporting procedures which target selected service providers (e.g., institutional libraries, major resource systems) or potential areas of need (e.g., public library facilities). In all cases, this analysis will utilize the most current data available to the Texas State Library.

Once standards are established, and once the current status of library services in relation to the standards is determined, what results is a need indicator representing the degree to which the current service falls short of established standards.

Need indicator cost estimates are determined by applying a current unit cost, whenever possible, to the amount service falls short of standards. The resulting figure shows the estimated amount of funding needed to raise library service from the current level to established standards.

This chapter contains need indicators for each of the action plans presented in the previous chapter. An "action plan" is defined here as a task, related to a specific objective and goal, to be carried out in the period covered by the Long Range Plan for Statewide Library Development: 1989-91. Each action plan references a goal, objective, and task in the previous chapter using the notation system established in that chapter. For example, Action Plan 1.17 refers to Goal 1, Objective 1, Task 7 in Chapter 3. Please refer to Chapter 3 for a more complete description of each action plan.

Please note that the standards which are not administratively determined include reference notes in parentheses following each standard. The reference notes begin with a number which refers to the list of references found on p. 79 at the end of this chapter.

There are no need indicators, as there were no action plans, for two LSCA priorities--"strengthening metropolitan public libraries serving as national or regional resource centers."

ACTION PLAN
FOR TASK

1.11 Increase the number of persons served by Texas library systems...

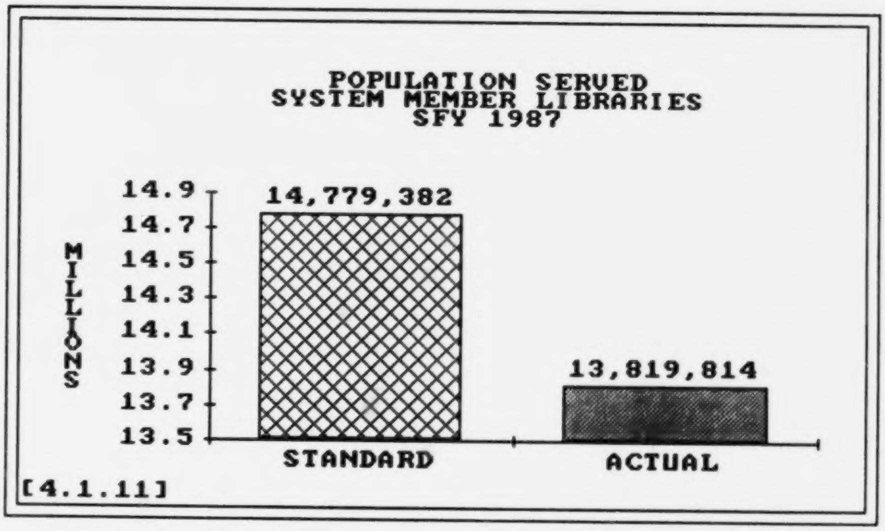
Standard

"The community library should be part of a system of libraries with which it has a clear and official relationship." (1, Standard 2, iii., p. 17)

"All public libraries should be full participating members of the Texas Library System as provided by the Library Systems Act (VACS Art. 5446a)." (2, Standard C., p. 104)

At an estimated cost of $8.93 per patron served, $8,568,942 is needed to raise service from the current level up to standard.

Need Indicator



ACTION PLAN
FOR TASK

1.12 Purchase library materials through the library systems to support local library and system services...

Standard

"The community library should have sufficient resources to provide the most frequently requested materials from its own collection." (1, Standard 2. i., p. 16)

"All citizens should have direct access to a public library collection of current and useful materials, and indirect access, via interlibrary loan and by other means, to all of the materials in our state and the nation. Quality is more important than size; however, collections should range by population as follows:

TLA STANDARD FOR LIBRARY MATERIALS

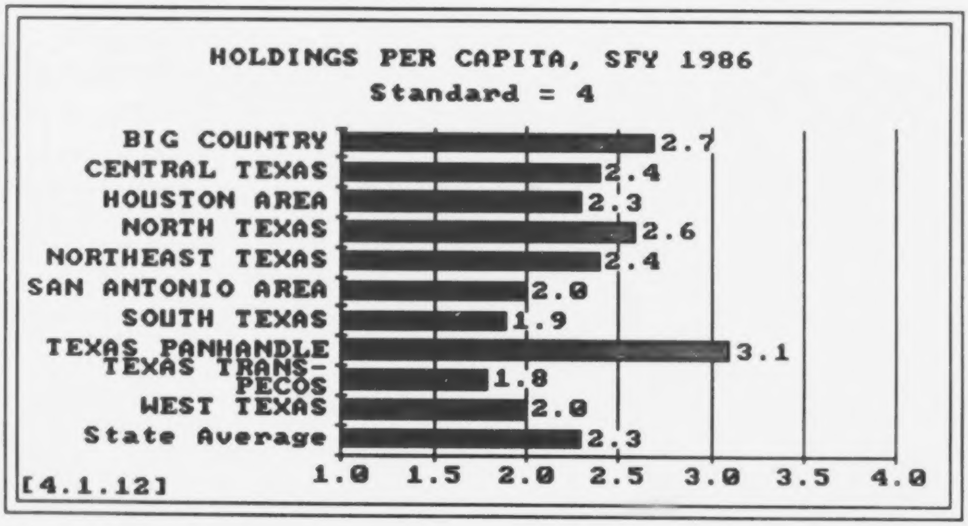
Population served by library	Adequate (items)	Superior*
0 - 1,999	10,000	15,000
2,000 - 4,999	15,000	20,000
5,000 - 14,999	2 per capita, 15,000 min.	4 per capita
15,000 - 24,999	2	4
25,000 - 49,999	2	4
50,000 - 99,999	2	4
100,000 - 499,999	1	3
500,000 -	1	2

* Provides access to additional materials through networks and databanks.

In addition to the above, the public library should have at least one paid periodical subscription for every 200 population served, with a minimum of 25 paid subscriptions. Every public library should provide local, regional, and national newspapers."
(2, Standard G, p. 104)

The standard for each Texas library system is administratively set at four items (books, periodicals, other non-book materials) per capita. At an average cost of $12 per item, $308,109,312 is needed to bring systems from the current level up to standard.

Need Indicator



1.13 **Achieve attendance figures at system-supported film, video, and filmstrip showings...**

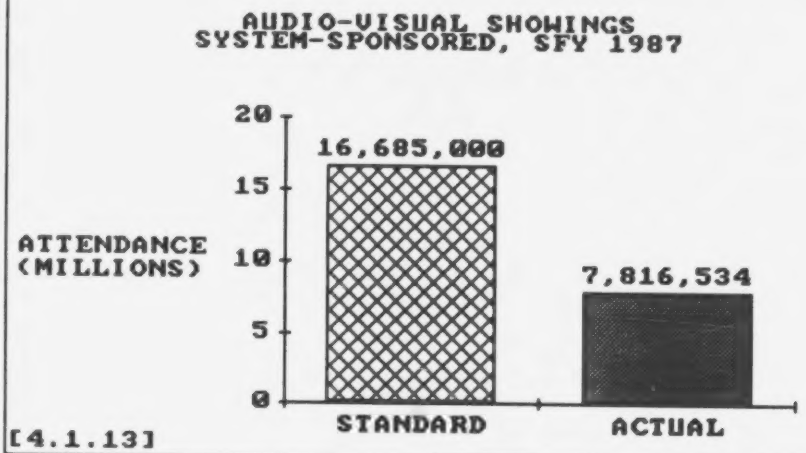
Standard

"The public library sponsors group activities inside or outside the library within the framework of its program." (1, Standard 27, p.33)

"A library system must have resources covering the interests in the several communities it serves, in reasonable duplication to meet most requests immediately." (1, Standard 39, p.41)

An administrative standard has been set whereby attendance at system-sponsored audiovisual showings should total one per capita statewide. At an average cost of $.25 per viewer, $2,217,117 is needed to bring attendance up to standard.

Need Indicator



[4.1.13]

ACTION PLAN
FOR TASK

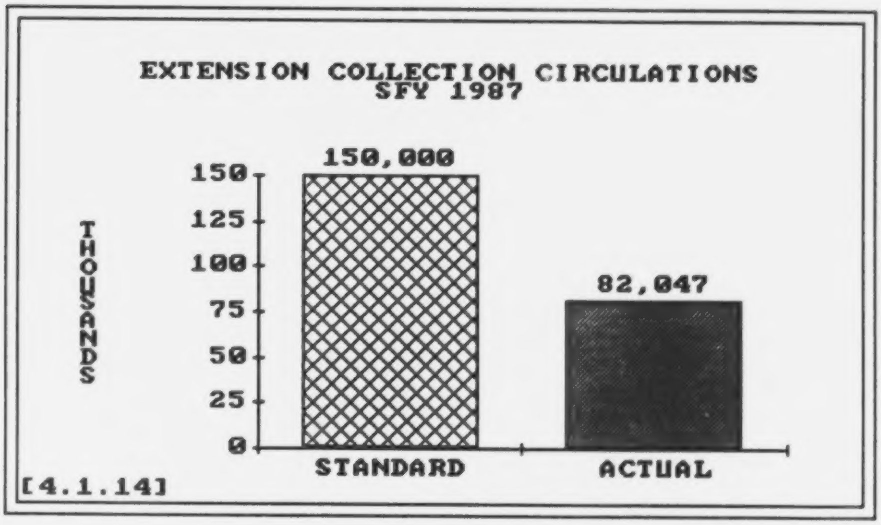
1.14 Achieve circulations from system extension, rotating and circuit collections...

Standard

"A library system must have resources covering the interests in the several communities it serves, in reasonable duplication to meet most requests immediately." (1, Standard 39, p.41)

An administrative standard has been set whereby circulations from system extension collections should total 150,000 annually. At an average cost of $.24 per circulation, $16,309 is needed to bring service up to standard.

Need Indicator



ACTION PLAN
FOR TASK

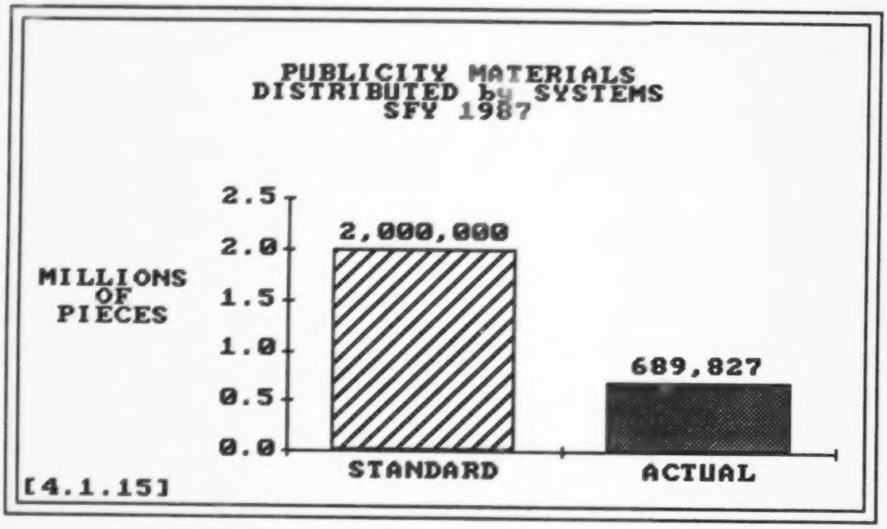
1.15 Distribute publicity materials through the library systems...

Standard

"The library system must develop a strong public relations program for, and in cooperation with, the community libraries which are its members." (1, Standard 28, ii, p. 34)

An administrative standard has been set whereby systems should distribute a total of two million pieces of publicity annually. At an estimated $.19 per piece, $248,933 additional is needed to reach the administrative standard.

Need Indicator



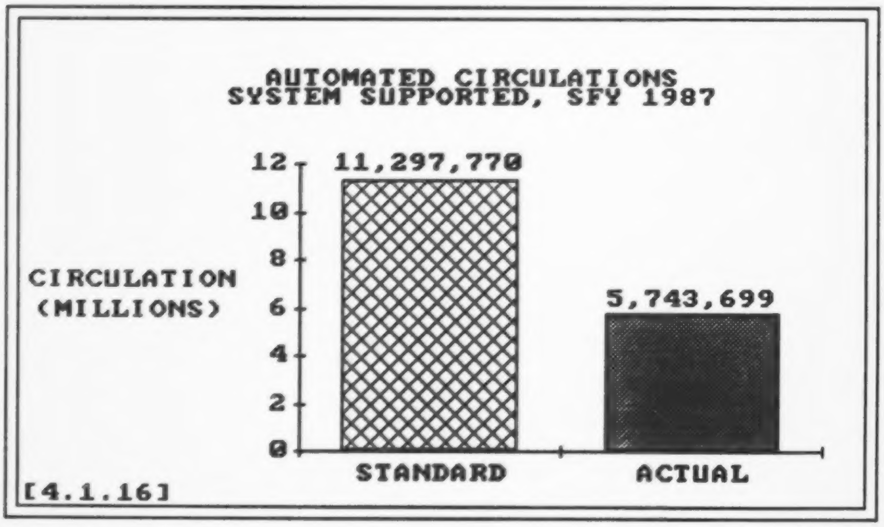
ACTION PLAN
FOR TASK

1.16 Provide for circulations of library materials utilizing system-supported automated circulation systems...

Standard

An administrative standard has been set whereby circulations on system-supported automated circulation systems should total 20% of estimated statewide circulations from public libraries. At an average cost of $.15 per circulation, $833,111 is needed to bring automated circulations from the current level up to standard.

Need Indicator



ACTION PLAN
FOR TASK

1.21 **Compensate the Major Urban Resource Libraries (MURL) for the services they provide without charge to persons outside of their tax-supporting area...**

Standard

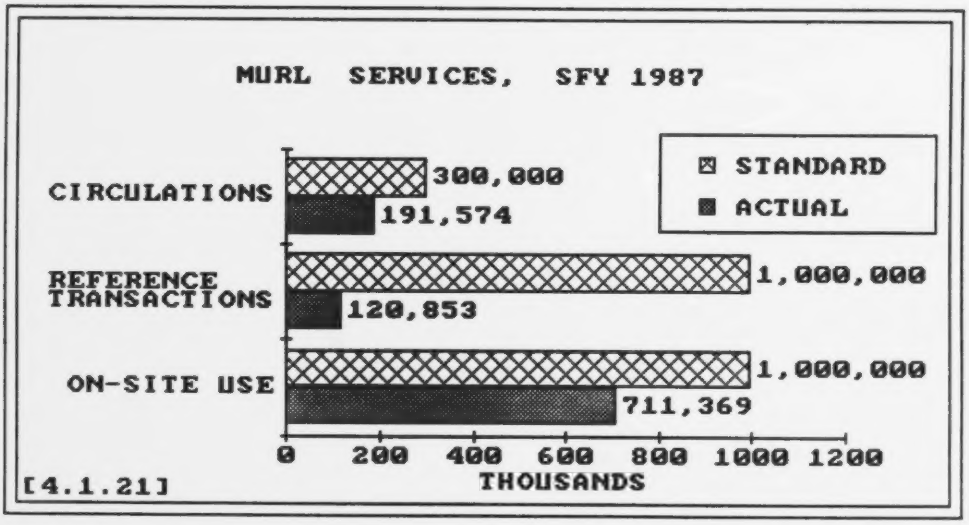
"Headquarters units of library systems open to every resident of a natural region, should make available the essential resources and personnel of modern library services." (1, Standard 3.i, - 3.iii, p. 17)

Persons who do not reside in the tax-supporting jurisdictions of MURL libraries should have access to the MURL collections and services free of charge. The following standard for statewide services to non-residents by Major Urban Resource Libraries has been administratively determined:

Number of persons making on-site use of collections	1,000,000
Number of persons receiving reference services	1,000,000
Number of materials circulated to non-residents	300,000

Cost estimates for each of the standards are not available at this time.

Need Indicator



1.31 Maintain current information on the need for improved public library facilities by conducting periodic surveys.

1.32 Award Title II grants to qualifying public libraries by August 1 in years in which Title II funds have been appropriated.

Standard

"Every individual should have convenient and planned access to the full range of modern library facilities provided by community, area, state, regional, and federal library agencies." (1, Standard 1, ii, p. 16, also Standards 60-66 "Physical Facilities," pp. 56-64).

"POPULATION SERVED	STANDARD
0 - 2,499	2,000 sq. ft.
2,500 - 4,999	2,500 sq. ft. or 0.7 sq. ft. per capita, whichever is greater
5,000 - 9,999	3,500 sq. ft. "
10,000 - 24,999	7,000 sq. ft. "
25,000 - 49,999	15,000 sq. ft. or 0.6 sq. ft. "
50,000 - 99,999	0.5 sq. ft. per capita
100,000 - 199,999	0.4 sq. ft. per capita
200,000 - 499,999	0.35 sq. ft. per capita
500,000 +	0.3 sq. ft. per capita

(3, ALA Interim Standards for Small Public Libraries) and (4, Wheeler and Goldhor's "Formula for Library Size" published in Practical Administration of Public Libraries, 1980, page 405.)

"Physical Facilities
Public library facilities should offer to the community a compelling invitation to enter, read, look, listen, and learn. All buildings should be efficient, flexible, and expandable, with fixed walls kept to a minimum. They should be conveniently located and easily accessible for all segments of the population. Minimum space requirements refer to the total square footage in all library facilities, including branches, mobile, or portable facilities.

Population served by library	Minimum space requirements
0 - 1,999	3,000
2,000 -	3,000 square feet or .75 square feet per person, whichever is greater"

(2, Standard H, p. 104)

Need Indicators

The Texas State Library conducted a survey of public library buildings in 1983, the first such survey since 1976. Out of the approximately 420 public libraries in the state, 363 responded to the survey, an 86% return rate. These libraries serve 12,614,952 persons, a figure equal to 95% of the total state population served by public libraries in 1982 of 13,255,535.

Table 1 summarizes the data obtained in the survey relating to the square footage of public libraries in Texas. Total square footage of Texas public libraries is in excess of 5.1 million square feet. Square feet per capita in 1983 was approximately .4 for the state taken as a whole. The total square footage reported exceeded the 1976 total by 1,031,918, indicating considerable construction and expansion activity in the past seven years. However, square feet per capita increased only slightly (.005 square feet per capita), indicating that what new construction did take place in 1976-83 was only enough to keep pace with population growth in the state.

TABLE I

BUILDING SURVEY - 1983

Population Served Group	Number* of Libraries or Systems	Total Square Feet	Average Square Feet	Total Population Served	Square Feet Per Capita
0 - 1,999	36	55,378	1,538	43,865	1.26246
2,000 - 4,999	78	224,290	2,876	273,026	0.82150
5,000 - 9,999	82	346,001	4,220	595,001	0.58151
10,000 - 24,999	81	500,088	6,174	1,273,617	0.39265
25,000 - 49,999	46	453,510	9,859	1,547,370	0.29308
50,000 - 99,999	18	533,155	29,620	1,403,385	0.37991
100,000 - 199,999	13	617,599	47,508	1,737,757	0.35540
200,000 - 499,999	5	595,648	119,130	1,653,121	0.36032
500,000 +	4	1,794,475	448,619	4,087,810	0.43898
STATE TOTALS	363	5,120,144	14,105	12,614,952	0.40588

* Includes all branches or members of consolidated systems with the headquarters library as one unit.

47

Table II compares the survey data to the Texas Library Association standards for public library facilities (see above). The table shows approximately 82% of the libraries responding to the survey fall below TLA standards. Over 11 million Texans, 88% of the population served by libraries, do not have access to adequate library facilities.

A total of 3.6 million square feet of library floor space would have to be constructed to meet TLA standards. The cost of such construction at an estimated $56 per square foot would total $202 million.

TABLE II

SUBSTANDARD LIBRARY FACILITIES IN TEXAS

Population Group Served	Number of Libraries or Systems	Number of Libraries Below Standard	Percent of Libraries Below Standard	Total Square Feet Below Standard	Population Served By Libraries Below Standard	Percent of Population Served By Libraries Below Standard
0 - 1,999	36	31	86.111	36,278	36,417	83.021
2,000 - 4,999	78	53	67.949	76,109	185,079	67.788
5,000 - 9,999	82	59	71.951	158,254	436,782	73.409
10,000 - 24,999	81	71	87.654	353,127	1,113,696	87.444
25,000 - 49,999	46	46	100.000	453,510	1,547,370	100.000
50,000 - 99,999	18	16	88.889	379,011	1,253,201	89.298
100,000 - 199,999	13	13	100.000	617,599	1,737,757	100.000
200,000 - 499,999	5	5	100.000	595,648	1,653,121	100.000
500,000 +	4	3	75.000	936,132	3,183,732	77.884
STATE TOTALS	363	297	81.818	3,605,668	11,147,155	88.365

Table III shows that a total of 66 libraries serving 1.5 million Texans do meet TLA standards for minimum floor space in public library facilities. Most of these adequate libraries serve smaller communities under 25,000 population. Only three libraries serving populations over 25,000 were found to meet TLA standards in 1983.

TABLE III

TEXAS LIBRARIES MEETING STANDARDS

Population Served Group	Number of Libraries or Systems	Number of Libraries At or Above Standard	Percent of Libraries At or Above Standard	Population Served At or Above Standard	Percent of Population Served At or Above Standard
0 - 1,999	36	5	13.8889	7,448	16.9794
2,000 - 4,999	78	25	32.0513	87,947	32.2120
5,000 - 9,999	82	23	28.0488	158,219	26.5914
10,000 - 24,999	81	10	12.3457	159,921	12.5564
25,000 - 49,999	46	0	0.0000	0	0.0000
50,000 - 99,999	18	2	11.1111	150,184	10.7016
100,000 - 199,999	13	0	0.0000	0	0.0000
200,000 - 499,999	5	0	0.0000	0	0.0000
500,000 +	4	1	25.0000	904,078	22.1164
STATE TOTALS	363	66	18.1818	1,467,797	11.6354

The dates of construction of public library facilities in Texas is indicated in Table IV. The table shows that over 15% of the public library facilities were constructed prior to 1934 and that these facilities account for nearly 11% of the total square footage of library facilities reported in the survey. Conversely, over 21% of the total square footage reported represents construction in the 1980's.

TABLE IV
YEAR OF CONSTRUCTION OF PUBLIC LIBRARY FACILITIES

Year Built	Number of Facilities*	Percent of Total Number of Units	Total Square Feet	% of Total Square Feet
Pre-1934	80	15.4	536,592	10.8
1934	3	0.6	6,954	0.1
1935	2	0.4	6,992	0.1
1936	4	0.8	19,820	0.4
1937	2	0.4	5,419	0.1
1938	3	0.6	11,326	0.2
1939	4	0.8	15,535	0.3
1940	8	1.5	42,908	0.9
1941	2	0.4	2,640	0.1
1942	2	0.4	6,066	0.1
1943	3	0.6	9,590	0.2
1945	4	0.8	8,274	0.2
1948	4	0.8	36,520	0.7
1949	3	0.6	6,774	0.1
1950	14	2.7	78,735	1.6
1951	5	1.0	28,519	0.6
1952	5	1.0	13,740	0.3
1953	1	0.2	2,150	0.0
1954	3	0.6	21,976	0.4
1955	8	1.5	24,535	0.5
1956	6	1.2	47,166	0.9
1957	12	2.3	66,875	1.3
1958	6	1.2	17,654	0.4
1959	3	0.6	50,005	1.0
1960	8	1.5	74,119	1.5
1961	11	2.1	67,643	1.4
1962	18	3.5	146,598	3.0
1963	14	2.7	56,835	1.1
1964	12	2.3	97,121	2.0
1965	10	1.9	33,941	0.7
1966	22	4.2	145,383	2.9
1967	20	3.8	162,230	3.3
1968	7	1.3	38,171	0.8
1969	18	3.5	229,051	4.6
1970	15	2.9	158,142	3.2
1971	14	2.7	98,073	2.0
1972	10	1.9	101,207	2.0
1973	12	2.3	67,130	1.4
1974	17	3.3	216,465	4.4
1975	14	2.7	135,105	2.7
1976	21	4.0	514,340	10.4
1977	13	2.5	88,075	1.8
1978	21	4.0	228,345	4.6
1979	8	1.5	182,184	3.7
1980	13	2.5	157,761	3.2
1981	13	2.5	96,470	1.9
1982	14	2.7	735,295	14.8
1983	8	1.5	72,584	1.5
State Totals	520	100.2	4,969,033**	100.2

*In this table, facilities are treated separately and not combined for a library system.

**The total square feet in Table IV is less than the total square feet reported in Table I. This is because libraries not reporting a date of construction were excluded from Table IV.

Table V takes the data from Table IV and assumes a 50-year depreciation schedule. Facilities constructed prior to 1934 are assumed to be fully depreciated and in need of replacement. Those constructed after 1934 are depreciated accordingly. Table V shows that the facilities of eighty (80) libraries, totalling 1.5 million square feet, are fully depreciated and in need of replacement.

TABLE V
FACILITY DEPRECIATION BY YEAR OF CONSTRUCTION

Year Built	Number of Facilities*	Total Square Feet	Age Depreciation Rate	Undepreciated Square Feet
Pre-1934	80	536,592	0.00	0
1934	3	6,954	0.02	139
1935	2	6,992	0.04	280
1936	4	19,820	0.06	1,189
1937	2	5,419	0.08	434
1938	3	11,326	0.10	1,133
1939	4	15,535	0.12	1,865
1940	8	42,908	0.14	6,008
1941	2	2,640	0.16	423
1942	2	6,066	0.18	1,092
1943	3	9,590	0.20	1,918
1945	4	8,274	0.24	1,986
1948	4	36,520	0.30	10,956
1949	3	6,774	0.32	2,168
1950	14	78,735	0.34	26,771
1951	5	28,519	0.36	10,267
1952	5	13,740	0.38	5,222
1953	1	2,150	0.40	860
1954	3	21,976	0.42	9,230
1955	8	24,535	0.44	10,795
1956	6	47,166	0.46	21,696
1957	12	66,875	0.48	32,099
1958	6	17,654	0.50	8,827
1959	3	50,005	0.52	26,003
1960	8	74,119	0.54	40,024
1961	11	67,643	0.56	37,881
1962	18	146,598	0.58	85,028
1963	14	56,835	0.60	34,100
1964	12	97,121	0.62	60,215
1965	10	33,941	0.64	21,721
1966	22	145,383	0.66	95,954
1967	20	162,230	0.68	110,316
1968	7	38,171	0.70	26,720
1969	18	229,051	0.72	164,917
1970	15	158,142	0.74	117,025
1971	14	98,073	0.76	74,536
1972	10	101,207	0.78	78,942
1973	12	67,130	0.80	53,704
1974	17	216,465	0.82	177,501
1975	14	135,105	0.84	113,488
1976	21	514,340	0.86	442,332
1977	13	88,075	0.88	77,506
1978	21	228,345	0.90	205,511
1979	8	182,184	0.92	167,609
1980	13	157,761	0.94	148,296
1981	13	96,470	0.96	92,612
1982	14	735,295	0.98	720,588
1983	8	72,584	1.00	72,584
State Totals	520	4,969,033		3,400,471 (68%)
		Depreciated Square Feet		1,568,562 (32%)

The 1983 Public Library Building Survey indicated a serious need for public library construction, expansion and renovation in Texas. The number of libraries with facilities which fall below the standards for square footage set by the Texas Library Association (Table II), and the amount of depreciated square footage in Texas libraries (Table V) are both indicators of this need. In addition, the survey respondents were asked to estimate the need for relocation, expansion, or renovation of existing library facilities. Their responses were as follows:

1.	Number of libraries needing relocation to new facilities	84
2.	Number of libraries in need of expansion	149
3.	Number of libraries in need of renovation	9
4.	Total amount of new square footage needed	1,864,481

All of these need indicators suggest that local efforts to provide adequate libraries facilities have fallen short of the serious needs in this area, and that federal assistance for public library construction in Texas is a justifiable and highly desirable objective.

ACTION PLANS FOR TASKS

1.41 Conduct biennial planning and budgeting activities.

1.42 Monitor and revise Rules for Administering the Library Systems Act.

1.43 Monitor fiscal and program performance.

1.44 Prepare LSCA Grant Application.

1.45 Conduct program administration activities.

Standards

"The state library agency should assume a leadership role in, and provide necessary funding for, the development of statewide plans for all types of library services, for interlibrary cooperation, for research, and for demonstration and experimental programs that will lead to improved library service to all the people of the state."
(1, Standard 11, ii., p. 23)

"The state library agency should evaluate the effectiveness of library service on a regular, frequent schedule."
(1, Standard 11, vii., p. 23)

"Financial compensation must be made to libraries when their resources are used in the state's network for library service." (1, Standard 13, pp. 24-25)

Some standards were set administratively.

Need Indicator

The need for administrative services for the LSCA projects is specified in 34 CFR 74, Administration of Grants, Part 76 State Administered Programs, and Part 770 Library Services, Public Library Construction and Interlibrary Cooperation.

ACTION PLANS FOR TASKS

2.11 Increase interlibrary loan requests filled by TexNet.

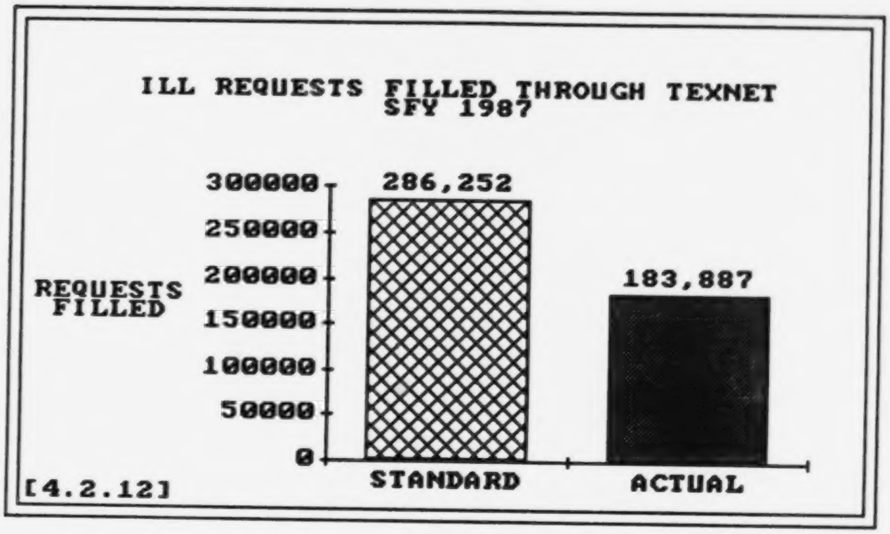
2.12 Monitor and evaluate cost-effectiveness of interlibrary loan services.

Standard

"The headquarters unit and the community libraries in a natural area should function cooperatively for library service. Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or by interlibrary loan. All possible administrative and organizational means should be employed to extend local and area-wide resources, and should include... regular and frequent exchange of materials among member libraries and the headquarters unit." (1, Standard 4, i., ii, p. 18)

The standard for library requests filled through TexNet was administratively set at .5% of total public library circulation. At an average cost of $10.70 per request filled, $1,095,306 is needed to bring ILL service from the current level up to standard.

Need Indicator



ACTION PLAN
FOR TASK

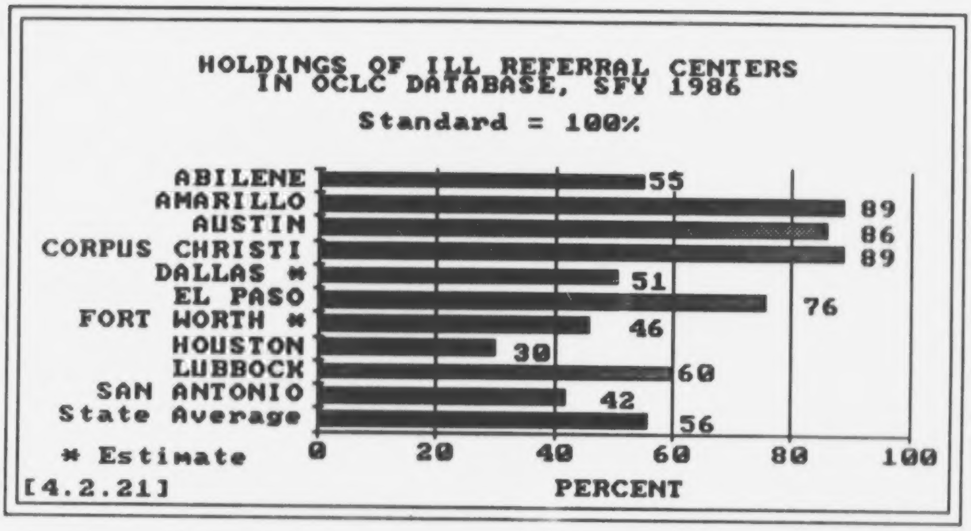
2.21 **Add bibliographic records of the interlibrary loan centers to the OCLC database ...**

Standard

"The headquarters unit makes available the necessary supporting and bibliographic information, or access thereto, to locate facts and specialized resources in the area, state, and the nation." (1, Standard 3.iv, p. 18)

An administrative standard has been set to have all holdings, both retrospective and current, of the interlibrary loan referral centers accessible in the OCLC database. At a unit cost of $1.29 per title, $1,978,895 is needed to reach the objective.

Need Indicator



ACTION PLANS
FOR TASKS

2.22 Maintain a statewide union list of serials using OCLC union listing capability...

2.23 Distribute at least one copy of the union list to participating libraries...

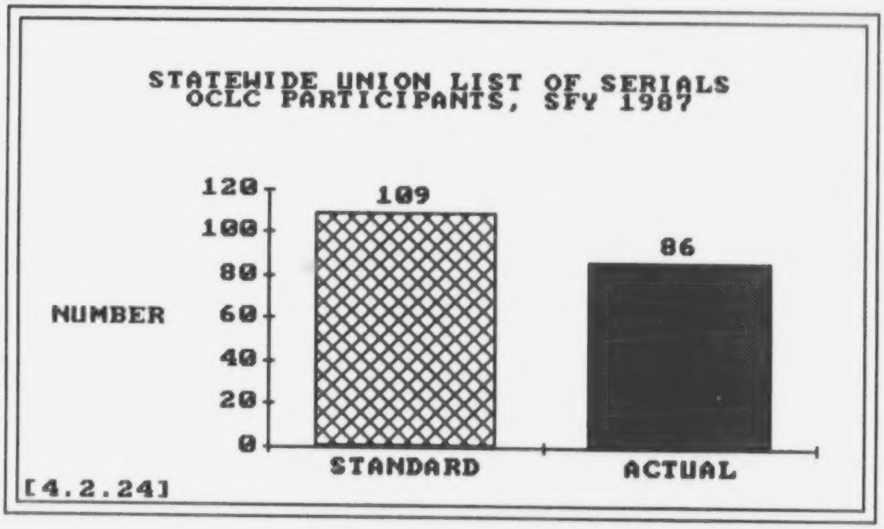
2.24 Solicit college and university participation in the statewide union list.

Standards

"The headquarters unit makes available the necessary supporting and bibliographic information, or access thereto, to locate facts and specialized resources in the area, state, and the nation." (1, Standard 3.iv., p. 18)

An administrative standard has been set whereby 75% of all Texas OCLC participants should also be participants in the statewide union list of serials. An estimated $250,000 is needed to bring the present level of participation up to standard.

Need Indicator



ACTION PLAN
FOR TASK

2.31 **Achieve system-supported reciprocal borrowing...**

2.32 **Beginning in 1990, monitor the number of direct borrowing agreements between nearby libraries under Project Neighbor...**

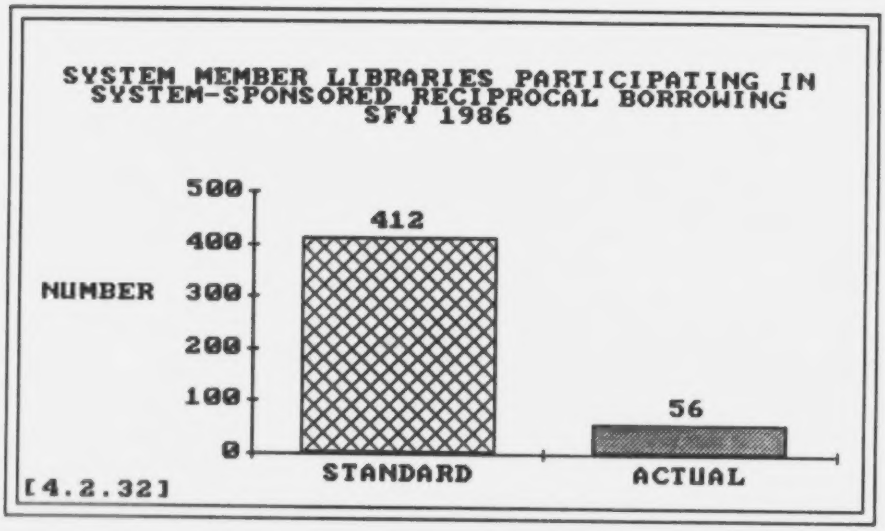
Standards

"Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or interlibrary loan." (1, Standard 4.i., p. 18)

"All public libraries should be full participating members of the Texas Library System as provided by the Library Systems Act (VACS Art. 5446a). In addition, they should cooperate with other libraries of all types in order to offer better, more economical service." (2, Standard C, p. 104)

At an average cost of $.80 per item circulated, $194,322 is needed to bring current participation levels up to standard.

Need Indicator

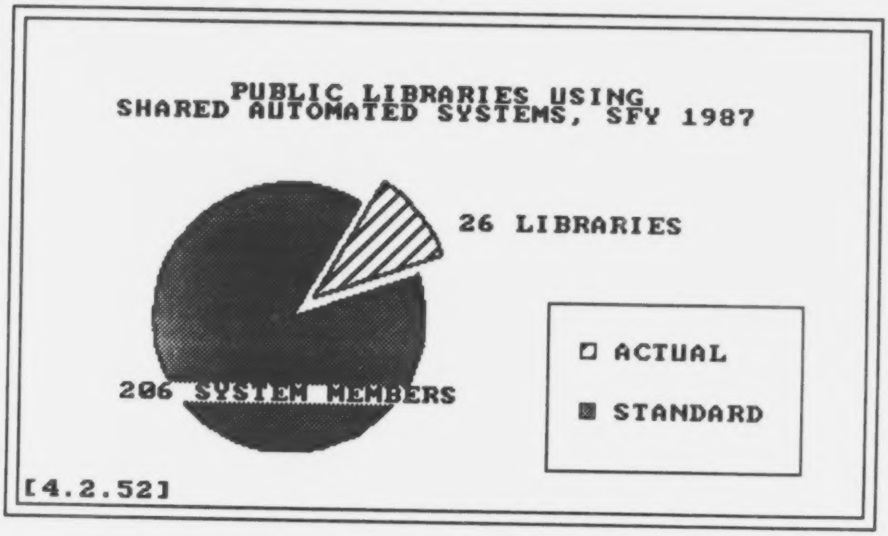


2.33 **Beginning in 1990, award LSCA Title I grants to public libraries as matching grants to purchase a shared automated system.**

Standard

An administrative standard has been set to have 50 percent of all public libraries automate one or more major function through shared automated systems. An estimated $33,183,098 is required to reach this standard from the present level of shared automation.

Need Indicator



ACTION PLAN
FOR TASK

2.41 **Study and report on the feasibility, options and costs of including elementary and secondary schools in the interlibrary loan network.**

Standards

"Public, school, and academic libraries should work together to provide coordinated service to students." (1, Standard 10, p. 21-22).

"The state program for library service should utilize all existing resources and agencies." (1, Standard 12, p. 24)

Need Indicator

Currently, school libraries have no access to the Texas State Library Communications Network. School students may refer requests through a public library, but this is less convenient and impossible in small communities not served by public libraries. A need exists to include school libraries in the existing network.

ACTION PLAN
FOR TASK

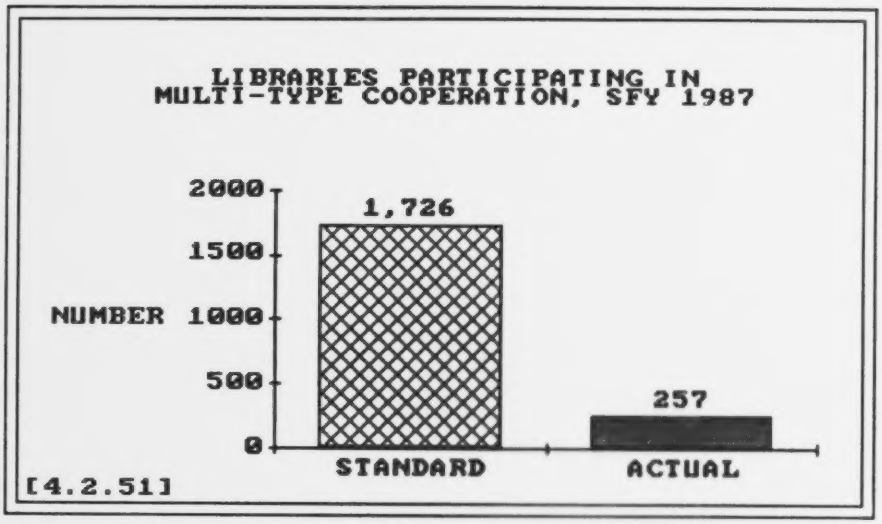
2.51 **Award LSCA Title III grants to conduct demonstration and cooperative projects among public, academic, school, and special libraries.**

Standards

"The state library agency should assume a leadership role in... plans for all types of libraries..." (1, Standard 11, ii., p. 23)

An administrative standard has been set whereby 25% of all Texas libraries should be direct participants in multitype cooperative organizations and activities. At an average cost of $10,050 per library, $14,763,450 is needed to reach library cooperation standards.

Need Indicator



ACTION PLAN
FOR TASK

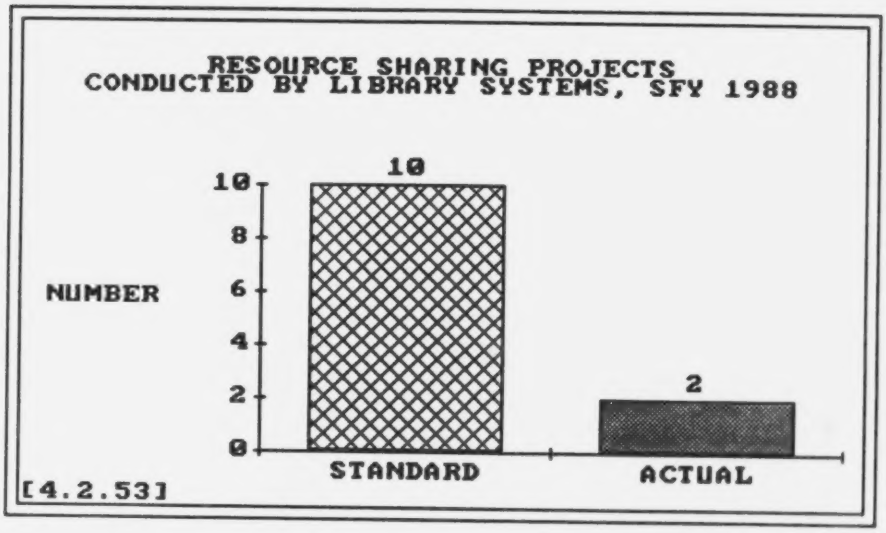
2.52 Achieve system-supported interlibrary loan activity (reference referral, lateral interlibrary loan)...

Standards

"Headquarters units of library systems, open to every resident of a natural region, should make available the essential resources and personnel of modern library service." (1, Standard 3, p. 17)

An administrative standard has been set whereby all 10 public library systems should be conducting projects to share resources and information among the system headquarters and the member libraries. At an average cost of $45,197 per system, $361,576 is needed to increase the present level of service to the standard.

Need Indicator



ACTION PLAN FOR TASK

2.61 **Adopt criteria by which non-public libraries might be accredited for membership in a regional library system...**

Standard

"The state library agency should assume a leadership role in... plans for all types of libraries..." (1, Standard 11, ii., p. 23)

Need Indicator

Because plans, model documents, and criteria necessary for the establishment of multitype regional library systems are largely non-existent, work must be undertaken to develop them.

ACTION PLANS FOR TASKS

3.11 **Work with the systems and with citizens and officials in unserved counties to increase the number of counties with library services...**

3.12 **Award establishment grants to newly established public libraries...**

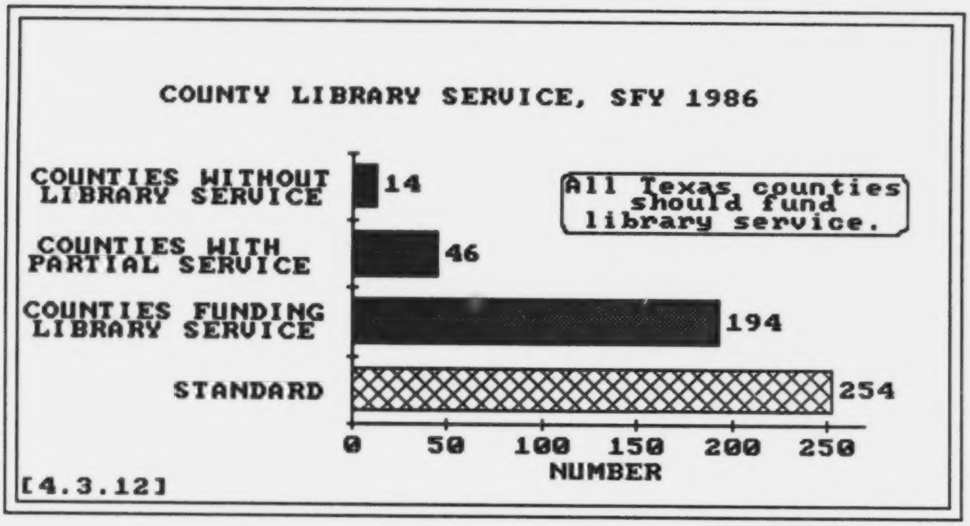
Standards

"A community library should be easily accessible to every user, connecting him with the total resources of his area, state and nation." (1, Standard 2, p. 16)

"The community library should be easy to reach with a maximum travel time to the library of 15 minutes for urban areas and 30 minutes for rural areas." (1, Standard 2. ii., p. 17)

An administrative standard has been set whereby all Texas counties should provide for and contribute to public library services for their residents. At an average cost of $8.93 per capita, $10,658,660 is needed to bring library service to 1,193,579 unserved citizens. Library building costs are not included in that amount.

Need Indicator



ACTION PLANS
FOR TASKS

3.21 Provide access to direct library service through library systems' books-by-mail programs to unserved and underserved Texans each year.

61

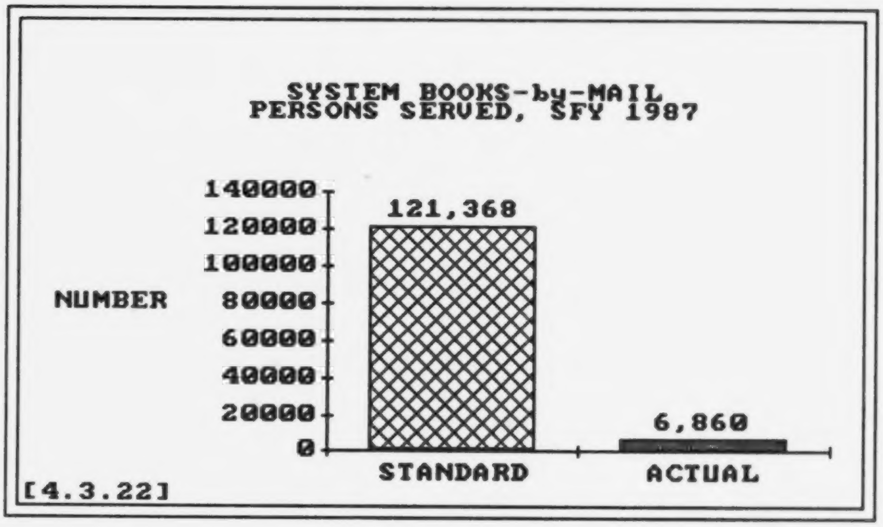
3.22 **Record circulations from system-supported books-by-mail programs...**

Standard

"Every individual should have access to library service freely available in his local community." (1, Standard 1, i., p. 16)

An administrative standard has been set whereby books-by-mail service, fully or partially supported by the library systems, should be made available to every citizen of every county without its own library. At $1.70 per circulation, $206,326 is needed to raise existing service to standards.

Need Indicator



ACTION PLANS
FOR TASKS

4.11 **Provide in-depth specialized consultation...through the Texas State Library to librarians, library staff, and interested persons.**

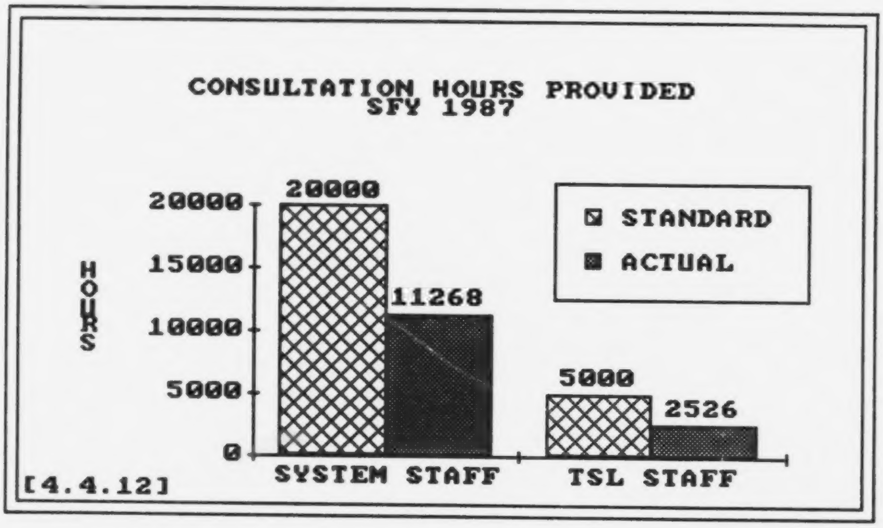
4.12 **Record...consultant hours of assistance by the library systems each year.**

Standards

"The state library agency should provide to the systems of libraries regular and frequent advisory and consultant services to librarians, board members, government officials, friends-of-the-library groups, and others interested in library development and improvement."
(1, Standard 11, iii., p. 23)

An administrative standard has been set of 5,000 consulting hours for the Texas State Library staff, and of 20,000 consulting hours per year for the library systems staff. At $29.66 per hour, $332,370 is needed to raise services from the existing number of consulting hours to the standard.

Need Indicator



ACTION PLANS
FOR TASKS

4.21 Provide...continuing education student hours through the Texas State Library.

4.22 Enroll...persons at workshops offered by the Texas State Library.

4.23 Produce and distribute...manuals per year through the Texas State Library.

4.24 Provide...continuing education student hours per year through the library systems.

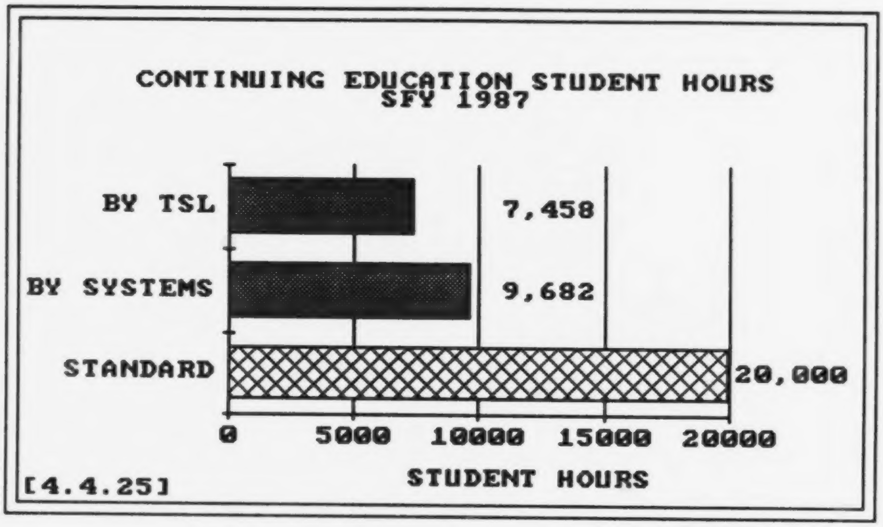
4.25 Maintain the number of persons attending workshops offered by the library systems...

Standard

"The state library agency should promote, stimulate, and provide, as appropriate, a regular program of in-service training and continuing education for librarians, trustees, and others concerned with library development and interlibrary cooperation."
(1, Standard 11, vi., p. 23)

An administrative standard has been set whereby the Texas State Library and the library systems should each provide 20,000 student hours of continuing education annually. At $14.96 per hour, $341,986 is needed to reach standard from the existing level.

Need Indicator



ACTION PLANS
FOR TASKS

4.31 Publish Texas Academic Library Statistics by March 31 each year.

4.32 Publish Texas Public Library Statistics and Texas Public Library Statistics Analysis by August 31 each year.

4.33 In even-numbered years, publish Special Libraries Directory and Statistics by October 31.

4.34 Examine trends in public library and Statewide Library Development by issuing a report by December 31.

4.35 Publish annual performance statistics for Statewide Library Development programs in the newsletter Library Developments by January 31.

4.41 Distribute...informational materials each year through the Texas State Library.

4.42 Provide jobline service to librarians seeking new employment.

Standard

"The state library agency should disseminate, on a regular basis, information relating to the present condition of library development in the state, to significant trends across the nation, to effective practices and programs, and to statewide plans." (1, Standard 11. v., p. 23)

Need Indicator

In order to meet the standard for dissemination of information, there is a need to continue with the activities (4.31-4.35, 4.41-4.42) listed above.

ACTION PLANS
FOR TASKS

5.11 **Maintain expenditures of at least...by the library systems for library materials and services which will impact disadvantaged persons...**

5.12 **Provide assistance to local libraries to improve services to limited English-speaking and disadvantaged persons through the Texas State Library's consulting and continuing education programs, and library science collection.**

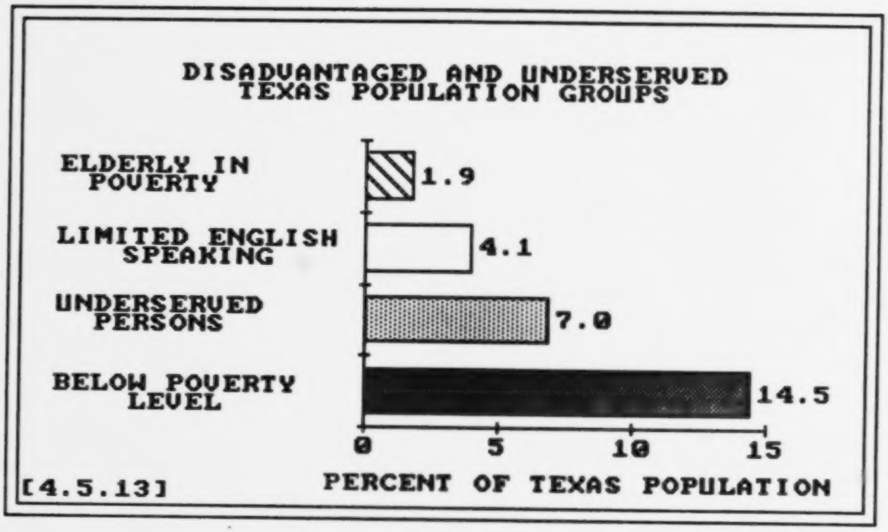
5.13 **Provide...grants to local public libraries to develop services for targeted populations...**

Standard

"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26i, p. 33)

Need Indicators

According to U.S. Census Bureau data, as well as data from other sources, a significant portion of the Texas population falls into one or more disadvantaged groups or groups that are unserved or underserved by public libraries.



The following table, which displays these same data by county in Texas, indicates that disadvantaged and underserved populations are not confined to any particular regions of the state, but are distributed throughout Texas.

DISADVANTAGED AND UNDERSERVED POPULATIONS IN TEXAS BY COUNTY

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULATION ***	NO SERVICE
Anderson	6,193	1,614	420		22,433	
Andrews	1,510	202	668		0	
Angelina	8,661	1,830	1,061		30,383	
Aransas	2,229	284	498		0	
Archer	588	144	7		0	
Armstrong	178	50	6	X	0	
Atascosa	5,943	842	1,803	X	0	
Austin	2,804	910	331	X	0	
Bailey	1,669	155	484	X	3,326	
Bandera	895	272	91		0	
Bastrop	4,310	933	630	X	17,467	
Baylor	652	221	81		0	
Bee	5,665	697	1,686		0	
Bell	23,618	2,440	2,311		45,516	
Bexar	177,060	17,877	60,816	X	0	
Blanco	446	197	51		2,630	
Borden	147	23	18		-	X
Bosque	2,006	690	160		10,338	
Bowie	11,979	2,408	184	X	39,402	
Brazoria	13,274	1,416	3,826		0	
Brazos	18,782	1,297	1,158		0	
Brewster	1,547	228	586		0	
Briscoe	666	116	64		- X	
Brooks	2,490	323	1,325	X	0	
Brown	4,098	998	424		0	
Burleson	2,180	657	151	X	9,360	
Burnet	2,814	687	269		0	
Caldwell	6,746	898	1,395		10,645	
Calhoun	2,869	339	803	X	0	
Callahan	1,280	472	38		0	
Cameron	66,046	5,046	41,052	X	0	
Camp	1,586	489	58	X	0	
Carson	589	121	50		0	
Cass	5,299	1,265	36	X	23,158	
Castro	2,908	121	873		0	
Chambers	2,618	275	175		0	
Cherokee	6,409	1,788	305		19,053	
Childress	1,004	294	140		0	
Clay	1,147	340	1		0	
Cochran	1,257	82	438	X	0	
Coke	355	134	53		0	
Coleman	1,874	616	139		2,944	
Collin	9,220	1,766	1,285		0	
Collingsworth	1,205	281	88		0	
Colorado	3,580	1,016	616		0	
Comal	3,405	563	1,428	X	0	
Comanche	2,001	738	222	X	0	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULA-TION ***	NO SERVICE
Concho	618	120	130	X	0	
Cooke	3,121	776	102		0	
Coryell	6,164	778	540		23,486	
Cottle	633	133	77		0	
Crane	585	80	134		0	
Crockett	535	79	461		0	
Crosby	2,490	246	377		0	
Culberson	602	61	490		0	
Dallam	1,178	144	119		0	
Dallas	162,002	17,896	33,456		0	
Dawson	3,449	436	994	X	0	
Deaf Smith	4,061	307	1,249		0	
Delta	926	327	8	X	-	X
Denton	10,412	1,347	1,045		29,368	
DeWitt	4,302	1,067	655	X	3,133	
Dickens	945	169	85	X	0	
Dimmit	4,123	553	2,261	X	0	
Donley	743	205	2		0	
Duval	3,351	539	1,885	X	-	X
Eastland	3,096	1,052	93		0	
Ector	12,783	1,182	4,465		0	
Edwards	674	56	202	X	0	
Ellis	7,353	1,641	1,031		26,256	
El Paso	101,654	6,698	67,319	X	0	
Erath	3,495	1,019	129		0	
Falls	4,120	1,359	258	X	10,847	
Fannin	3,765	1,383	54	X	14,974	
Fayette	3,127	1,293	304	X	0	
Fisher	955	296	146	X	0	
Floyd	2,709	268	614	X	0	
Foard	391	90	53	X	-	X
Fort Bend	10,661	1,025	4,338		16,281	
Franklin	896	243	30		0	
Freestone	2,496	883	71	X	7,935	
Frio	4,404	414	2,006	X	0	
Gaines	2,771	238	908		0	
Galveston	20,550	2,741	3,140	X	0	
Garza	970	199	190		0	
Gillespie	1,893	562	423		0	
Glasscock	300	17	97		-	X
Goliad	977	199	359	X	-	X
Gonzales	3,942	894	864	X	0	
Gray	2,493	655	205		0	
Grayson	8,511	2,798	190	X	0	
Gregg	12,133	2,060	837		0	
Grimes	3,409	853	168	X	0	
Guadalupe	7,196	1,309	1,705	X	6,225	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULA-TION ***	NO SERVICE
Hale	7,794	777	2,287		0	
Hall	1,571	298	140		0	
Hamilton	1,428	601	51	X	0	
Hansford	666	111	178	X	0	
Hardeman	1,123	216	66		0	
Hardin	4,608	914	47	X	0	
Harris	247,823	21,873	88,055		0	
Harrison	8,998	1,797	313	X	0	
Hartley	400	88	0		0	
Haskell	1,585	353	133		0	
Hays	7,877	568	1,895	X	0	
Hemphill	391	64	186		0	
Henderson	5,445	1,337	221	X	0	
Hidalgo	99,081	7,240	60,606	X	0	
Hill	3,936	1,293	163	X	0	
Hockley	4,513	403	869		0	
Hood	1,547	408	63		0	
Hopkins	3,612	1,075	163		12,443	
Houston	4,710	1,368	106	X	0	
Howard	4,940	809	841		0	
Hudspeth	838	91	567	X	2,233	
Hunt	8,469	1,899	188		0	
Hutchinson	1,901	517	181		0	
Irion	169	51	47		0	
Jack	858	289	48		0	
Jackson	2,037	401	316		0	
Jasper	4,794	993	27	X	21,850	
Jeff Davis	410	67	164		0	
Jefferson	33,141	4,435	2,442	X	0	
Jim Hogg	1,157	300	996	X	0	
Jim Wells	7,592	1,073	3,959		0	
Johnson	5,410	1,286	400		36,697	
Jones	2,765	763	327		9,895	
Karnes	3,165	648	1,141	X	0	
Kaufman	5,437	1,181	385		0	
Kendall	1,366	285	243		0	
Kenedy	189	18	150		0	
Kent	210	40	10		0	
Kerr	3,455	682	576	X	0	
Kimble	633	177	83		0	
King	68	5	10		-	X
Kinney	805	81	370	X	0	
Kleberg	6,841	580	2,037		0	
Knox	1,194	247	178		0	
Lamar	8,111	1,901	32	X	0	
Lamb	4,191	460	787		16,658	
Lampasas	1,981	402	145	X	0	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULA-TION ***	NO SERVICE
La Salle	2,233	310	1,140	X	5,840	
Lavaca	3,013	1,331	298	X	16,139	
Lee	1,855	607	181	X	7,002	
Leon	2,309	788	63	X	0	
Liberty	6,368	1,241	116		20,893	
Limestone	4,259	1,350	176	X	9,757	
Lipscomb	472	98	60	X	-	X
Live Oak	1,522	292	551		0	
Llano	1,142	386	75		0	
Loving	0	0	8		-	X
Lubbock	28,821	2,452	4,318		0	
Lynn	2,211	277	459	X	0	
Madison	1,815	493	269	X	0	
Marion	2,781	579	6	X	7,717	
Martin	736	44	271		0	
Mason	737	199	121		0	
Matagorda	4,698	860	1,093		0	
Maverick	12,357	850	9,749	X	0	
McCulloch	1,776	493	446		0	
McLennan	28,093	4,435	1,899	X	0	
McMullen	73	14	28		-	X
Medina	5,045	767	1,879	X	0	
Menard	650	157	69	X	0	
Midland	7,049	633	2,212		0	
Milam	4,930	1,358	421		0	
Mills	847	288	67		-	X
Mitchell	1,902	335	341		0	
Montague	2,196	786	59		8,808	
Montgomery	9,785	1,707	863		0	
Moore	1,661	156	676	X	0	
Morris	2,125	526	39	X	11,599	
Motley	559	100	20	X	0	
Nacogdoches	8,200	1,393	385		0	
Navarro	6,182	1,755	290		0	
Newton	2,708	602	0	X	0	
Nolan	2,637	523	429		0	
Nueces	44,365	4,355	16,567	X	0	
Ochiltree	763	100	301		0	
Oldham	175	21	16		-	X
Orange	8,285	1,140	281	X	32,232	
Palo Pinto	2,841	756	327	X	9,594	
Panola	3,009	883	102		0	
Parker	4,632	1,105	424	X	0	
Parmer	2,402	115	771		7,229	
Pecos	2,506	272	1,395		0	
Polk	4,682	1,027	359	X	0	
Potter	12,779	1,880	1,866		0	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULATION ***	NO SERVICE
Presidio	2,102	388	1,276	X	0	
Rains	804	271	0	X	0	
Randall	3,971	482	315		0	
Reagan	673	58	266		0	
Real	845	113	91	X	-	X
Red River	4,107	1,074	84	X	0	
Reeves	3,813	406	2,168	X	0	
Refugio	1,670	300	503		0	
Roberts	114	23	0		-	X
Robertson	3,821	1,149	202	X	0	
Rockwall	1,164	297	149		0	
Runnels	2,329	594	293		0	
Rusk	5,711	1,509	199		0	
Sabine	1,842	584	9	X	7,591	
San Augustine	2,108	519	7	X	5,855	
San Jacinto	2,646	562	34	X	9,760	
San Patricio	10,463	1,186	4,769	X	0	
San Saba	1,465	310	112	X	0	
Schleicher	430	86	98		0	
Scurry	2,136	445	394		0	
Shackelford	470	144	46		0	
Shelby	4,913	1,532	22	X	17,257	
Sherman	288	54	49		0	
Smith	16,865	2,829	1,048	X	57,177	
Sommervell	451	166	33	X	0	
Starr	13,698	1,166	8,431	X	-	X
Stephens	1,416	309	71	X	0	
Sterling	194	18	39		-	X
Stonewall	388	136	34		0	
Sutton	881	139	478		0	
Swisher	2,431	221	323		0	
Tarrant	79,124	10,788	12,066	X	0	
Taylor	12,394	1,962	1,660		0	
Terrell	291	59	137	X	0	
Terry	3,322	384	998		0	
Throckmorton	392	115	7		-	X
Titus	2,736	835	245		10,439	
Tom Green	10,114	1,779	2,381		0	
Travis	57,504	4,553	8,486		73,683	
Trinity	1,893	612	5	X	3,758	
Tyler	2,590	701	17	X	0	
Upshur	3,919	1,117	45	X	0	
Upton	854	101	221		0	
Uvalde	6,250	640	2,592	X	0	
Val Verde	10,482	942	5,843	X	0	
Van Zandt	3,987	1,084	142		0	
Victoria	8,893	1,195	2,606		0	

COUNTY NAME	INCIDENCE* OF POVERTY	ELDERLY* IN POVERTY	LIMITED* ENGLISH-SPEAKING	EDA**	UNDER-SERVED POPULATION ***	NO SERVICE
Walker	6,247	958	637		17,853	
Waller	2,711	663	102		0	
Ward	1,872	357	673		0	
Washington	3,365	1,118	176	X	0	
Webb	32,492	2,806	22,082	X	7,809	
Wharton	6,806	1,615	1,170		0	
Wheeler	991	286	18		0	
Wichita	13,965	2,380	1,105		0	
Wilbarger	3,064	712	193		0	
Willacy	6,065	623	3,031	X	0	
Williamson	7,383	1,599	1,312		39,462	
Wilson	2,936	711	817	X	0	
Winkler	1,189	177	559		0	
Wise	3,235	726	453		0	
Wood	3,429	903	58		18,458	
Yoakum	1,449	114	531		0	
Young	2,146	570	96		5,853	
Zapata	1,874	262	1,433	X	-	X
Zavala	4,503	523	3,294	X	3,332	
TOTAL	2,054,894	272,189	582,955		890,033	

*Source of data is 1980 Census of Population. The definitions for the disadvantaged categories are reiterated in the Basic State Plan, Parts A and B.

Criteria for judging adequacy of library service in those areas where there are high concentrations of economically disadvantaged and limited English speaking Texans are same criteria which are identified in Part C, Sections 1 and 2 of the Basic State Plan.

**Qualified Areas under the Public Works and Economic Development Act of 1965 as amended May, 1978, U.S. Department of Commerce, Economic Development Administration

***Underserved populations are those persons not residing within an area which supports public library services through local taxes. Public library services are generally unavailable to these persons except through payment of non-resident use fees. These data are for 1983.

Similarly, each of the 10 library systems in the state contains a significant proportion of disadvantaged persons, as indicated by the tables below.

DISADVANTAGED POPULATIONS BY SYSTEM

SYSTEM	INCIDENCE OF POVERTY	ELDERLY BELOW POVERTY LEVEL	CHILDREN BELOW POVERTY LEVEL	LIMITED ENGLISH-SPEAKING
Big Country Library System	60,887	13,628	19,744	9,657
Central Texas Library System	214,228	34,263	63,979	23,159
Houston Area Library System	433,706	54,512	158,833	109,264
Northeast Texas Library System	336,284	59,306	120,299	41,705
North Texas Library System	138,914	23,776	45,090	16,866
San Antonio Area Library System	259,035	29,000	114,613	98,470
South Texas Library System	332,896	32,530	155,658	177,490
Texas Panhandle Library System	44,997	6,514	17,267	7,736
Texas Trans-Pecos Library System	113,763	8,270	53,749	74,102
West Texas Library System	101,153	10,390	41,996	24,536

PERCENTAGE OF DISADVANTAGED PERSONS BY SYSTEM

SYSTEM	INCIDENCE OF POVERTY	ELDERLY BELOW POVERTY LEVEL	CHILDREN BELOW POVERTY LEVEL	LIMITED ENGLISH-SPEAKING
National* Average	13.0%	15.7%	17.9%	6.4%
Big Country Library System	13.88%	20.00%	16.31%	2.22%
Central Texas Library System	15.82%	22.00%	17.75%	1.71%
Houston Area Library System	11.04%	18.23%	13.40%	2.78%
Northeast Texas Library System	11.79%	19.39%	14.55%	1.48%
North Texas Library System	9.70%	16.48%	11.09%	1.18%
San Antonio Area Library System	19.20%	21.83%	26.41%	7.30%
South Texas Library System	25.84%	25.92%	33.75%	13.78%
Texas Panhandle Library System	12.16%	15.86%	15.39%	2.09%
Texas Trans-Pecos Library System	21.37%	22.65%	28.66%	13.92%
West Texas Library System	14.89%	16.71%	19.89%	3.61%

*Based on percent of persons within each category in comparison with total U.S. Population.

In order to provide better public library services to disadvantaged population groups in Texas, an objective has been set to have the library systems expend at least $1,000,000 of their funds annually on materials and services impacting disadvantaged population groups.

ACTION PLAN
FOR TASK

5.21 Increase materials available in state institutional libraries through a centralized acquisitions program...

Standards

Library Standards for Adult Correctional Institutions (5), Library Standards for Juvenile Correctional Institutions (6), and Standards for Libraries at Institutions for the Mentally Retarded (7).

Need Indicators

There are over 52,748 (Sept. 85) persons residing in state institutions. These institutions vary widely as to the number of residents and the amount of money available to provide library materials.

There is no coordinating authority among the six state agencies concerned with residential institutions. Therefore, the Texas State Library must independently provide impetus for library service within these facilities. Until such time as the current conflict is resolved concerning the establishment of community-based facilities, it is unlikely that sufficient funds will be available for institutional libraries to purchase materials.

The 1981 Texas State Library survey of libraries in state residential institutions underwent an exhaustive analysis by staff. The analysis clearly revealed the existance of substandard conditions in every area of library service - physical facilities, staff, collection type and size, and services.

To bring two of the areas up to standard would require adding 71 staff members at $25,900 each, including benefits, for a total of $1,838,900, and purchasing 219,848 books at $12.00 each, for a total of $2,638,176.00.

The following tables indicate existing needs in greater detail.

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS
TEXAS DEPT. OF CORRECTIONS FACILITIES FY 1981

		Books			Magazines			Newspapers		
	(Population)	Standard(a)	Existing	Need	Standard(b)	Existing	Need	Standard(c)	Existing	Need
Beto I	1579	10000	1572	8428	140	17	123	20	14	6
Beto II	150	10000	800	9200	60	17	43	20	14	6
Central	977	10000	3677	6323	102	17	85	20	14	6
Clemens	1184	10000	9385	615	115	17	98	20	14	6
Coffield	4076	15000	10650	4350	296	17	279	20	14	6
Darrington	1917	10000	6462	3530	161	17	144	20	14	6
Diagnostic	1187	10000	0	10000	115	17	98	20	14	6
Eastham	3248	15000	11385	3615	244	17	227	20	14	6
Ellis	2735	15000	10098	4902	212	17	195	20	14	6
Ferguson	2500	15000	9050	5950	197	17	180	20	14	6
Coore	1005	10000	7050	2950	104	17	87	20	14	6
Jester I	364	10000	0	10000	64	17	47	20	14	6
Jester II	388	10000	3416	6584	65	17	48	20	14	6
Jester III	833	10000	800	9200	93	17	76	20	14	6
John Sealy	21	10000	0	10000	60	17	43	20	14	6
Mountain View	540	10000	4440	5560	75	17	58	20	14	6
Pack I	347	10000	700	9300	63	17	46	20	14	6
Ramsey I	2156	10000	8032	1968	176	17	159	20	14	6
Ramsey II	514	10000	6135	3865	73	17	56	20	14	6
Retrieve	1002	10000	6365	3635	103	17	86	20	14	6
Walls	2071	10000	8861	1139	170	17	156	20	14	6
Wynne	2581	15000	11059	3941	202	17	185	20	14	6
TOTAL	31,375									

TEXAS DEPT. OF CORRECTIONS FACILITIES - FY 1981
(Continued)

		Film Media(d)			Recordings			Reader Space		
	(Population)	Standard	Existing(e)	Need	Standard	Existing(e)	Need	Standard	Existing	Need
Beto I	1579	620	NA	?	620	NA	?	16579	3200	13379
Beto II	150	150	NA	?	150	NA	?	1575	2700	0
Central	977	469	NA	?	469	NA	?	10258	81	10177
Clemens	1184	551	NA	?	551	NA	?	12432	4000	8432
Coffield	4076	1244	NA	?	1244	NA	?	42798	3200	39598
Darrington	1917	704	NA	?	704	NA	?	20128	820	19308
Diagnostic	1187	521	NA	?	521	NA	?	12463	0	12463
Eastham	3248	1037	NA	?	1037	NA	?	34104	1608	32496
Ellis	2735	908	NA	?	908	NA	?	28717	1608	27109
Ferguson	2500	850	NA	?	850	NA	?	33768	3216	30552
Coore	1005	476	NA	?	476	NA	?	10552	700	9852
Jester I	364	316	NA	?	316	NA	?	3822	0	3822
Jester II	388	322	NA	?	322	NA	?	4074	8000	0
Jester III	833	433	NA	?	433	NA	?	8746	2700	6046
John Sealy	21	21	NA	?	21	NA	?	220	1080	0
Mountain View	540	360	NA	?	360	NA	?	5670	1056	4614
Pack I	347	311	NA	?	311	NA	?	3643	3200	443
Ramsey I	2156	764	NA	?	764	NA	?	2263	697	1566
Ramsey II	514	353	NA	?	353	NA	?	5397	913	4484
Retrieve	1002	475	NA	?	475	NA	?	10521	1000	9521
Walls	2071	742	NA	?	742	NA	?	21745	5870	15875
Wynne	2581	870	NA	?	870	NA	?	27100	950	26150

TEXAS DEPT. OF CORRECTIONS FACILITIES FY 1981

(Continued)

		Professional Librarian			Other Staff			Program		
		(g)			(h)			(k)		
	(Population)	Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
Beto I	1579	1	.25	.75	5-6	.1	5-6	6	0	6
Beto II	150	1	.25	.75	2-3	.1	2	6	0	6
Central	977	1	.25	.75	5-6	.1	5-6	6	0	6
Clemens	1184	1	.25	.75	5-6	.1	5-6	6	0	6
Coffield	4076	1	.25	.75	5-6	.1	5-6	6	0	6
Darrington	1917	1	.25	.75	5-6	.1	5-6	6	0	6
Diagnostic	1187	1	.25	.75	5-6	.1	5-6	6	0	6
Eastham	3248	1	.25	.75	5-6	.1	5-6	6	0	6
Ellis	2735	1	.25	.75	5-6	.1	5-6	6	0	6
Ferguson	2500	1	.25	.75	5-6	.1	5-6	6	0	6
Coore	1005	1	.25	.75	5-6	.1	5-6	6	0	6
Jester I	364	1	.25	.75	3	.1	3	6	0	6
Jester II	388	1	.25	.75	3	.1	3	6	0	6
Jester III	833	1	.25	.75	5-6	.1	5-6	6	0	6
John Sealy	21	1	.25	.75	1	.1	1	6	0	6
Mountain View	540	1	.25	.75	5-6	.1	5-6	6	0	6
Pack I	347	1	.25	.75	3	.1	3	6	0	6
Ramsey I	2156	1	.25	.75	5-6	.1	5-6	6	0	6
Ramsey II	514	1	.25	.75	5-6	.1	5-6	6	0	6
Retrieve	1002	1	.25	.75	5-6	.1	5-6	6	0	6
Walls	2071	1	.25	.75	5-6	.1	5-6	6	0	6
Wynne	2581	1	.25	.75	5-6	.1	5-6	6	0	6
Totals		32	8	24	102-118	3	99-115			

TEXAS DEPT. OF CORRECTIONS FACILITIES FY 1981

(Continued)

		Material Budget			Total Budget				
		(i)			(j)			(l)	(m)
	(Population)	Standard	Existing	Need	Standard	Existing	Need	Information Services	Interlibrary Loan
Beto I	1579	----	----	----	----	----	----	x	x
Beto II	150	----	----	----	----	----	----	x	x
Central	977	----	----	----	----	----	----	x	x
Clemens	1184	----	----	----	----	----	----	x	x
Coffield	4076	----	----	----	----	----	----	x	x
Darrington	1917	----	----	----	----	----	----	x	x
Diagnostic	1187	----	----	----	----	----	----	x	x
Eastham	3248	----	----	----	----	----	----	x	x
Ellis	2735	----	----	----	----	----	----	x	x
Ferguson	2500	----	----	----	----	----	----	x	x
Coore	1005	----	----	----	----	----	----	x	x
Jester I	364	----	----	----	----	----	----	x	x
Jester II	388	----	----	----	----	----	----	x	x
Jester III	833	----	----	----	----	----	----	x	x
John Sealy	21	----	----	----	----	----	----	x	x
Mountain View	540	----	----	----	----	----	----	x	x
Pack I	347	----	----	----	----	----	----	x	x
Ramsey I	2156	----	----	----	----	----	----	x	x
Ramsey II	514	----	----	----	----	----	----	x	x
Retrieve	1002	----	----	----	----	----	----	x	x
Walls	2071	----	----	----	----	----	----	x	x
Wynne	2581	----	----	----	----	----	----	x	x
Total		$2,510,000	$74,339	$2,435,661	$4,919,615	$342,787	$4,576,828		

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS
OTHER ADULT INSTITUTIONS - FY 1981

NAME	(Population)	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED	STANDARD	EXISTING	NEED
		(a)	Books		(b)	Magazines		(c)	Newspapers	
San Antonio State										
Chest Hospital	1200	10000	4944	5056	116	3	113	20	1	19
School for the Blind	197	10000	7710	2290	60	106	--	20	3	17
School for the Deaf	386	10000	7967	2033	65	40	25	20	2	18
		(d)	Film Media		(e)	Recordings		(f) Reader Space (In sq. ft.)		
San Antonio State										
Chest Hospital	1200	525	98	427	525	0	525	6300	561	5739
School for the Blind	197	300	1743	---	300	2500	---	1034	5888	---
School for the Deaf	386	322	90	232	322	0	322	2026	2440	---
		(g)	Professional Lib		(h)	Other Staff		(i)	Materials Budget	
San Antonio State										
Chest Hospital	1200	1	1	0	5- 6	0	5-6	96000	$ 143	$95857
School for the Blind	197	1	1	0	2	2	0	15760	14222	1538
School for the Deaf	386	1	1	0	3	3	0	30880	7726	23154
		(j)	Total Budget		(k)	Programming		(l) Information Referral Services		
San Antonio State										
Chest Hospital	1200	$164711	$16833	$147878	6	5	1		?	
School for the Blind	197	62215	86297	0	6	9	0		?	
School for the Deaf	386	165082	57032	108050	6	15	0		?	
		(m) Interlibrary Loan Services								
San Antonio State										
Chest Hospital					X					
School for the Blind					?					
School for the Deaf					?					

STANDARDS FOR LIBRARIES FOR ADULT CORRECTIONAL INSTITUTIONS

TEXAS MENTAL HEALTH INSTITUTIONS - FY 1981

Name of State School/Hospital	(Population)	Books			Magazines			Newspapers		
		Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
AUSTIN H	752	10,000	3,747	6,253	88	0	88	20	3	17
BIG SPRING	379	10,000	1,800	8,200	65	0	65	20	1	19
KERRVILLE	612	10,000	4,072	5,928	80	12	68	20	3	17
RUSK	1,018	10,000			105		?	20	5	15
SAN ANTONIO H	763	10,000	5,484	4,516	89	33	56	20	6	14
TERRELL	934	10,000	8,984	1,016	100	17	83	20	30	0
WICHITA FALLS	569	10,000	5,600	4,400	77	0	77	20	20	0
VERNON N & S	458	10,000	826	9,174	70	140	0	20	14	6
Total #8	5,485									

UNIT	(Population)	Film Media(d)			Recordings			Reader Space		
		Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
AUSTIN	752	443	0	443	443	0	443	7,896	1,304	6,592
BIG SPRING	379	320	0	320	320	18	302	3,979	720	3,259
KERRVILLE	612	378	0	378	378	0	378	6,426	6,050	376
RUSK	1,018	480	0	480	480	0	480	10,689	1,000	9,689
SAN ANTONIO	763	416	158	258	416	200	216	8,011	1,296	6,715
TERRELL	934	459	237	222	459	20	439	9,807	1,650	8,157
WICHITA FALLS	569	367	306	61	367	500	0	5,974	1,700	4,274
VERNON N & S	458	340	90	250	340	200	140	4,809	3,000	1,809

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS

TEXAS MENTAL HEALTH INSTITUTIONS - FY 1981

(Continued)

		Professional Staff			Other Staff			Total Budget		
		(g)			(h)			(i)		
	(Population)	Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
AUSTIN		1	0	1	5-6	1	4-5	$479,416	$6,447	$414,939
BIG SPRING		1	1	0	3	0	3	241,664	5,196	236,468
KERRVILLE		1	0	1	5-6	0	5-6	258,868	9,795	249,073
RUSK		1	0	1	5-6	5	0	460,140	NA	?
SAN ANTONIO		1	0	1	5-6	1	4-5	554,009	14,408	539,601
TERRELL		1	0	1	5-6	1	4-5	458,165	17,231	440,934
WICHITA FALLS		1	0	1	5-6	1	4-5	316,984	17,968	299,016
VERNON N & S		1	0	1	3	1	2	258,903	9,626	249,277

		Materials Budget			Programming				
	(Population)	Standard	Existing	Need	Standard	Existing	Need	Information Services	Interlibrary Loan
AUSTIN H	752	60,160	$ 602	59,558	6	8	0		
BIG SPRING	379	30,320	0	30,320	6	5	1		
KERRVILLE	612	48,960	448	48,512	6	9	0		
RUSK	1,018	81,440	0	81,440	6	2	4	X	
SAN ANTONIO H	763	61,040	985	60,055	6	5	1		X
TERRELL	934	74,720	1,282	73,438	6	12	0		
WICHITA FALLS	569	45,520	1,060	44,460	6	15	0		
VERNON N & S	458	36,640	3,554	33,086	6	18	0		

LIBRARY STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS

Footnotes

a. 10,000 volumes or 15,000 volumes if population is over 2,400.

b. 60 titles for the first 300 residents; one title per 16 residents thereafter.

c. Minimum of 20 titles.

d. One title per resident for first 300 residents; one title per four residents thereafter.

e. It was reported that these items are not now part of the library collection.

f. 10.5 square feet per resident; calculated by assuming that one-half of the reported square footage is available as reading space; and by using the standard of seating for 15% of the total population at 35 square feet each.

g. One professional librarian.

h. For population ranges:
100 - 300: two other staff
300 - 500: three other staff
500 + : five - six other staff

i. $80/resident; calculated by estimating the average costs of purchasing two books, two subscriptions and two recordings per resident: 2($16) + 2($14) + 2($10) = $80.

j. 2% of total institution budget.

k. Because the standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

l. An "x" indicates the need for Information and Reference Service.

m. An "x" indicates the use of interlibrary loan service.

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LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS
TEXAS YOUTH COUNCIL FACILITIES FY - 1981

Name of State		(a) Books			(b) Magazines			(c) Newspapers		
Homes & Schools	(Population)	Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
BROWNWOOD	231	4,620	2,300	2320	40-80	92	0	5	2	3
CROCKETT	159	4,000	20,182	0	40-80	43	0	5	2	3
GAINSVILLE	275	3,500	3,733	1767	40-80	35	5-45	5	8	0
GIDDINGS	255	5,100	8,445	0	40-80	21	19-69	5	1	4
WEST TEXAS	149	4,000	6,393	0	40-80	34	6-46	5	1	4
TOTAL	1,069									

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS
TEXAS YOUTH COUNCIL FACILITIES FY - 1981

Name of State		(d) Film Media			(e) Recordings			(g) AV Equipment		
Homes & Schools	(Population)	Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
BROWNWOOD	231	3003	4582	0	1386	8446	0	58	127	0
CROCKETT	159	2067	70	1997	954	150	804	40	56	0
GAINESVILLE	275	3575	908	2667	1650	139	1611	69	30	39
GIDDINGS	255	3315	24	3291	1530	21	1509	64	37	27
WEST TEXAS	149	1937	300	1687	894	50	844	37	41	0

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS
TEXAS YOUTH COUNCIL FACILITIES FY - 1981

(Continued)

Name of State Homes & Schools	(Population)	(h) Reader Space (In Sq. Ft.)			(i) Other Staff			(j) Material Budget		
		Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
BROWNWOOD	231	577- 850	NA	577-850	3	1	2		300	NA
CROCKETT	159	397- 595	880	0	2	10	0		8014	NA
GAINESVILLE	275	687-1030	1000	30	3	0	3		1889	NA
GIDDINGS	255	637- 955	210	427-745	3	0	3		315	NA
WEST TEXAS	149	372- 557	642	0	2	1	1		600	NA

		(k) Professional Librarian			(l) Total Budget			(m) Programming		
		Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
BROWNWOOD	231	1	0	1	53955	12472	41483	6	5	1
CROCKETT	159	1	0	1	39162	8327	30835	6	9	0
GAINESVILLE	275	1	1	0	49864	24181	25683	6	4	2
GIDDINGS	255	1	1	0	49106	23756	25350	6	9	0
WEST TEXAS	149	1	0	1	31618	22520	9098	6	12	0

		(n) Information Services	(o) Interlibrary Loan
		Need	Need
BROWNWOOD	231	no	no
CROCKETT	159	x	x
GAINESVILLE	275	no	no
GIDDINGS	255	x	no
WEST TEXAS	149	no	no

LIBRARY STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS

Footnotes

a. 4,000 volumes or 20 per resident, whichever is greater.

b. 40-80 titles.

c. 5 titles. (Administrative standard set by Texas State Library.)

d. 13 titles per resident; combines the filmstrip standard (10/resident) and the super 8 and 8mm standard (3/resident).

e. 6 recordings, titles/resident. (Administrative standard set by Texas State Library.)

f. Other materials that should be provided: games, puzzles, kits, etc., but no standard set for category.

g. For every 100 residents, 25 pieces of audiovisual equipment is needed.

h. The Reading Room should be large enough to seat a minimum of 10-15 percent of the population (allowing 25 square feet per person), but never fewer than the largest class group.

i. For population ranges:
100 - 300: two other staff
300 - 500: three other staff
500 + : five - six other staff

j. $80/resident; calculated by estimating the average costs of purchasing two books, two subscriptions and two recordings per resident: 2($16) + 2($14) + 2($10) = $80.

k. One professional librarian.

l. 1.0 percent of the total institution budget.

m. Because the standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

n. An "x" indicates the need for Information and Reference Service.

o. An "x" indicates the use of interlibrary loan service.

STANDARDS FOR LIBRARIES AT INSTITUTIONS FOR THE MENTALLY RETARDED
TEXAS MENTAL RETARDATION INSTITUTIONS - SFY 1982

Name of State School	(Population)	(a) Books			(b) Magazines			(c) Newspapers		
		Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
ABILENE	1,278	12,780	NA	?	25	8	17	5	3	2
AUSTIN	977	9,770	NA	4,885	25	NA	?	5	NA	?
BRENHAM	468	4,680	NA	?	25	NA	?	5	NA	?
CORPUS CHRISTI	516	5,160	0	5,160	25	0	25	5	0	?
DENTON	1,055	10,550	NA	?	25	NA	?	5	NA	?
FT WORTH	560	5,600	1,403	4,197	25	6	19	5	3	2
LUBBOCK	605	6,050	NA	?	25	NA	?	5	NA	?
LUFKIN	709	7,090	NA	?	25	NA	?	5	NA	?
MEXIA	1,372	13,720	1,443	12,277	25	15	10	5	0	5
RICHMOND	1,030	10,300	NA	?	25	NA	?	5	NA	?
SAN ANGELO	764	7,640	987	6,653	25	15	10	5	2	3
TRAVIS	1,080	10,800	NA	?	25	NA	?	5	NA	?
TOTAL	10,414									

Name of State School/Hospital	(Population)	(d) Film Media			(e) Recordings			(f) Toys		
		Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
ABILENE	1,278	600	2,134	0	500	2134	0	2556	342	2214
AUSTIN	977	600	NA	?	500	NA	?	1954	NA	?
BRENHAM	468	600	NA	?	500	NA	?	936	NA	?
CORPUS CHRISTI	516	600	0	600	500	0	500	1032	0	1036
DENTON	1,055	600	NA	?	500	NA	?	2110	NA	?
FT WORTH	560	600	914	0	500	191	309	1120	6	1114
LUBBOCK	605	600	NA	?	500	NA	?	1210	NA	?
LUFKIN	709	600	NA	?	500	NA	?	1418	NA	?
MEXIA	1,372	600	0	600	500	36	464	2744	0	2744
RICHMOND	1,030	600	NA	?	500	NA	?	2060	NA	?
SAN ANGELO	764	600	4	596	500	20	480	1528	0	1528
TRAVIS	1,080	600	0	600	500	0	500	2160	0	2160

STANDARDS FOR LIBRARIES AT INSTITUTIONS FOR THE MENTALLY RETARDED
TEXAS MENTAL RETARDATION INSTITUTIONS - SFY 1982
(Continued)

Name of State School	(Population)	(g) A-V Equipment			(h) Reader Space in Sq. Ft.			(i) Reader Seats		
		Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
ABILENE	1,278	102-120	191	0	7,668	456	7,212	128	0	128
AUSTIN	977	85-100	NA	?	5,862	NA	?	98	NA	?
BRENHAM	468	34- 40	NA	?	2,808	NA	?	47	NA	?
CORPUS CHRISTI	516	34- 40	0	3,440	3,096	0	3,096	52	0	52
DENTON	1,055	85-100	NA	?	6,330	NA	?	105	NA	?
FT WORTH	560	51- 60	194	0	3,360	50	3,310	56	12	44
LUBBOCK	605	51- 60	NA	?	3,630	NA	?	60	NA	?
LUFKIN	709	68- 80	NA	?	4,254	NA	?	715	NA	?
MEXIA	1,372	119-140	34	85-106	8,232	440	7,792	137	16	121
RICHMOND	1,030	85-100	NA	?	6,180	NA	?	103	NA	?
SAN ANGELO	764	68- 80	5	63- 75	4,584	228	4,356	76	10	66
TRAVIS	1,080	85-100	0	85-100	6,480	0	6,480	108	0	108

	(Population)	(j) Professional Staff			(k) Other Staff			(l) Total Budget		
		Standard	Existing	Need	Standard	Existing	Need	Standard	Existing	Need
ABILENE		3	0	3	11-12	2	9-10	114,130	22,271	91,859
AUSTIN		3	NA	?	8-11	NA	?	98,970	NA	?
BRENHAM		2	NA	?	7	NA	?	61,013	NA	?
CORPUS CHRISTI		2	0	2	7	0	7	56,174	0	56,174
DENTON		3	NA	?	11-12	NA	?	117,551	NA	?
FT. WORTH		2	0	2	7	1	6	62,796	9,630	53,166
LUBBOCK		3	NA	?	8	NA	?	55,199	NA	?
LUFKIN		3	NA	?	8	NA	?	59,948	NA	?
MEXIA		3	0	3	11-12	2	9-10	116,389	5,640	110,749
RICHMOND		3	NA	?	11-12	NA	?	90,172	NA	?
SAN ANGELO		3	0	3	8	2	6	61,533	2,583	58,950
TRAVIS		3	0	3	11-12	3	7- 9	98,794	0	98,794

(Continued)

	(m) Programming			(n) Information	(o) Interlibrary Loan
Name of State School	Standard	Existing	Need	Need	Need
ABILENE	6	6	0		X
AUSTIN	6	NA	?	NA	NA
BRENHAM	6	NA	?	NA	NA
CORPUS CHRISTI	6	0	6	X	X
DENTON	6	NA	?	NA	NA
FT. WORTH	6	10	0		
LUBBOCK	6	NA	?	NA	NA
LUFKIN	6	NA	?	NA	NA
MEXIA	6	16	0		
RICHMOND	6	NA	?	NA	NA
SAN ANGELO	6	7	0	X	X
TRAVIS	6	9	0		X

LIBRARY STANDARDS
INSTITUTIONS FOR THE MENTALLY RETARDED

Footnotes

a. 2,500 titles or 10 per client, whichever is greater.

b. 25 magazine titles.

c. 5 newspaper titles.

d. Film media standard: 600 titles; this combines the published filmstrip standard (500 titles) with 8mm and Super 8 standard (100 titles).

e. 500 cassette or disc recordings.

f. Two toys per client.

g. These numbers indicated the total number of pieces of all types of audio-visual equipment; the Standards state that the following equipment is needed for each 200 residents which equals: 17-20

Record players: 4-6
Tape recorders: 2
Tape players: 3
Sound filmstrip viewers: 1
Sound filmstrip projectors: 2-3
16mm film projectors: 1
8mm film projectors: 1
Overhead projectors: 1
Slide projectors: 1
Projector screen: 1

h. 10% of the user population, allowing for 60 square feet per user up to 10,000 square feet.

i. 10 to 15 seats per 100 residents.

j. For population ranges:
100-300: one professional librarian
300-600: two professional librarians
600 + : three professional librarians

k. For population ranges:
100-200: three other staff
200-400: four other staff
400-600: seven other staff
600-800: eight other staff
800-1,000: 8-11 other staff
1,000 + : 11-12 other staff

l. .5 (one-half)% of total institution budget.

m. Because the standards do not quantify the programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

n. An "x" indicates the need for Information and Reference Services.

o. An "x" indicates the use of Interlibrary Loan Services.

ACTION PLANS FOR TASKS

5.31 Maintain the number of locally-produced non-commercial titles for blind readers...

5.32 Maintain a circulation of materials for the blind active patron...

5.33 Maintain a circulation of materials for active institutions per year...

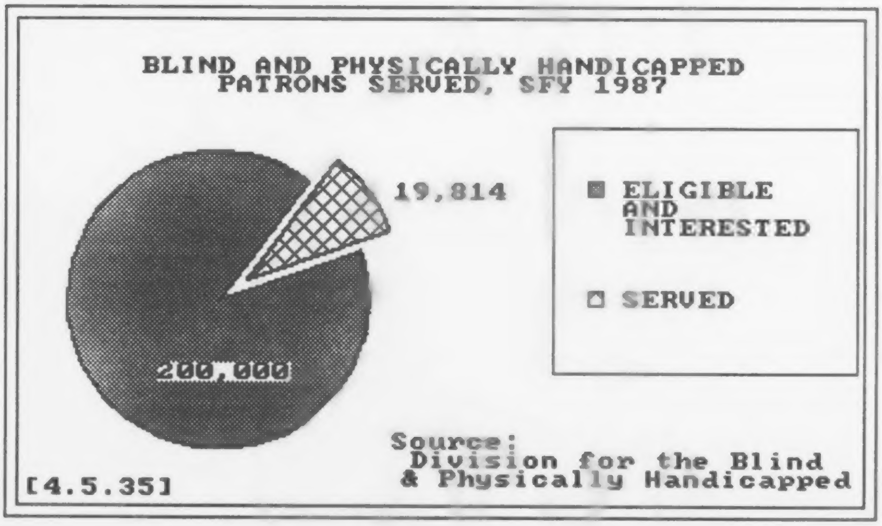
5.34 Increase the number of new blind patrons registered...

5.35 Increase the number of new institutions registered...

Standard

An administrative standard has been set to serve all blind and physically handicapped Texas residents who are interested in receiving library service. At a cost of $54 per patron, $9,730,044 is needed to reach the standard from the existing level of service.

Need Indicator



Source:
Division for the Blind & Physically Handicapped

[4.5.35]

ACTION PLAN
FOR TASK

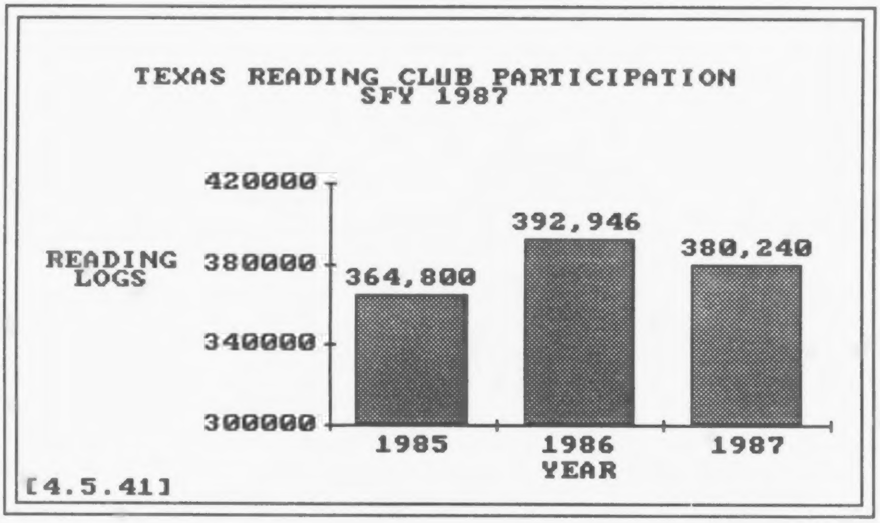
5.41 **Distribute Texas Reading Club participation forms to public libraries upon request...**

Standard

The library has a positive program "of guidance in the use of educational, informational, and recreational materials." (1, Standard 24, i., p. 32)

Need Indicator

The Texas Reading Club continues to be a highly successful and popular program, the need for which is demonstrated by the high level of participation in recent years.



ACTION PLANS
FOR TASKS

5.51 **Provide assistance to libraries...to develop and improve local adult education programs.**

5.52 **Assist library systems in establishing local literacy projects...**

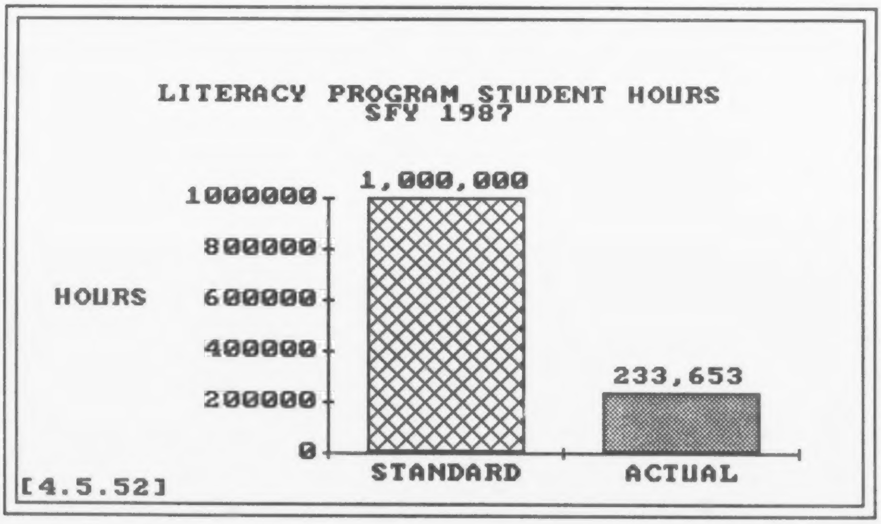
Standard

"The library system serves individuals with special needs." (1, Standard 26, p. 33)

Need Indicator

According to the 1980 Census, 4,081,281 adults in Texas have not completed high school. Research data from the Adult Performance Level Project demonstrates a high correlation between years of school completed and functional literacy, defined as the ability to read, comprehend, write, and compute at a level sufficient for successful adult living. The Texas Education Agency estimates that 2,845,514 Texans cannot read or write at the most rudimentary level.

The Texas State Library must provide assistance, through the regional library systems, to support literacy programs in public libraries. At $2.00 per student hour, $1,532,694 additional is required to provide the full number of instructional hours.



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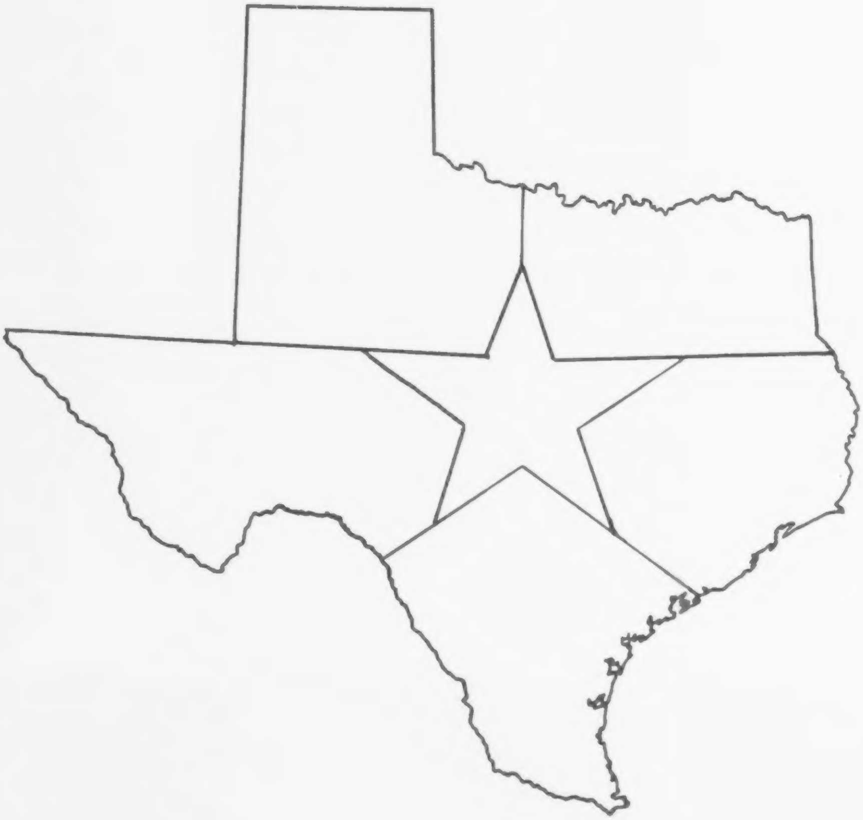
2. "*Texas Library Association Standards and Guidelines for Texas Public Libraries*" (Texas Library Association, 1983).
3. *ALA Interim Standards for Small Public Libraries*.
4. Wheeler's "Formula for Library Size" published in *Practical Administration of Public Libraries, 1980*, p.405.
5. *Standards for Libraries at Institutions for the Mentally Retarded* (American Library Association, 1981).
6. *Library Standards for Juvenile Correctional Institutions* (American Library Association, 1975).
7. *Library Standards for Adult Correctional Institutions* (American Library Association/American Correctional Association (ASCLA) Joint Committee on Institutional Libraries, 1981).

AUTOMATION AND RESOURCE SHARING PLAN

1989-1991



Library Development Division

TEXAS STATE LIBRARY

AUTOMATION AND RESOURCE SHARING PLAN
Texas State Library
FY 1989 to 1991

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AUTOMATION AND RESOURCE SHARING PLAN
Texas State Library
FY 1989 to 1991

INTRODUCTION

This plan was prepared in accordance with Public Law 98-480, the Library Services and Construction Act Amendments of 1984. Its purpose is to comply with Section 304 of the Library Services and Construction Act. Additionally, it was prepared as a way to inform Texas citizens and librarians of the programs and services offered by their State Library. Through the dissemination of this document we are seeking comment and input regarding our program of resource sharing.

The Texas resource sharing program is not a single identifiable program. Rather, there are a number of distinct projects working together to form a statewide resource sharing program. By weaving the thread of resource sharing across a spectrum of activities, we hope to provide a wider range of services to more libraries; we also hope that resource sharing can continue to develop even if one of the component projects suffers funding, performance or other problems.

This version of the Automation and Resource Sharing Plan, introduced in FY88 to FY90, dramatically revised the format of the presentation. This was done to try to explain the various component projects better. We felt that there was not a sufficient philosophical or operational linkage among the projects when the plan strictly followed the discussion issues listed in the preface and in the law itself. In previous versions of the Automation and Resource Sharing Plan, the information was presented in a way which did not clearly show how the component projects were organized into a cohesive and rational overall program of development.

Included in this effort to better explain what resource sharing projects we have and how they work together was a renaming of many of these programs. The names were chosen to make the projects more readily identifiable and to provide an easy to remember clue about the real purpose of the project.

As well as renaming existing projects, new projects were proposed. These projects are designed to develop the technical capabilities and policies to maintain a high-quality resource sharing service program, in light of the anticipated changes in technology. If approved by the Texas Library Services and Construction Act Advisory Council and by the Texas State Library and Archives Commission, funds for these projects will be budgeted to begin in FY90.

The State Library staff hopes that interested and concerned librarians in all types of libraries and in all corners of the state will carefully review this plan and will consider it a good blueprint for the future of resource sharing in Texas. We welcome you to contact us with your comments or suggestions.

GOAL

The goal for resource sharing in Texas is:

> "To improve the delivery of materials and information to library users by supporting and encouraging libraries to share resources."

This is Goal 2 of "Statewide Goals for Library Services" as stated in The Long Range Plan for Statewide Library Development, 1989-1991.

OBJECTIVES

The objectives and need for the projects in this Automation and Resource Sharing Plan are also identified as part of this goal in Chapters 3 and 4 of The Long Range Plan for Statewide Library Development. Each of the projects described in this plan contributes to the achievement of one or more of these objectives.

Objective 2.1: To provide interlibrary loan services and answers to informational inquiries through a network of public, academic, and special libraries.

Task 2.11 Increase interlibrary loan requests filled by the Texas State Library Communications Network (TSLCN).

1989	1990	1991
180,000	190,000	195,000

Task 2.12 Monitor and evaluate the cost-effectiveness of interlibrary loan services. Conduct studies and pilot projects and write reports as necessary. Meet with the staff of each interlibrary loan center at least once each year.

Objective 2.2: To provide statewide information about the location of library materials in Texas through the creation or expansion of bibliographic databases.

Task 2.21 Add bibliographic records (FTU's, reclassifications, updates, original inputs) of the interlibrary loan centers to the OCLC database at the rate of 80,000 per year.

Task 2.22 Maintain a statewide union list of serials using the OCLC union listing capability. Current and future OCLC-based union lists will be profiled into a statewide list and individual libraries will receive financial assistance in adding their holdings to this database. The number of locations (summary holdings statements) shown on the union list will be:

1989	1990	1991
320,000	325,000	330,000

Task 2.23 Distribute at least one copy of the union list to participating libraries annually for use as an interlibrary loan location tool.

Task 2.24 Solicit college and university participation in the statewide union list. Encourage major universities to submit Title III grant applications to add their holdings to the union list.

Objective 2.3: To encourage libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts.

Task 2.31 Achieve 7,500 system-supported reciprocal borrowing transactions annually.

Task 2.32 Beginning in 1990, monitor the number of direct borrowing agreements formally established between nearby libraries under Project Neighbor of the Automation and Resource Sharing Plan.

Achieve a participation rate of 15 percent of the Texas public libraries in Project Neighbor.

Objective 2.4: To seek funding for the provision of interlibrary loan services to Texas school libraries.

Task 2.41 The State Library staff has prepared a report which explores the feasibility, options and costs of participation of elementary and secondary public schools in the interlibrary loan network. Conduct a pilot project annually in at least one rural school.

Objective 2.5: To encourage provision of regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries.

Task 2.51 Award LSCA Title III grants totaling at least $301,719 annually to conduct demonstration and cooperative projects among public, academic, school, and special libraries.

Task 2.52 Beginning in 1990, award LSCA Title I grants totaling $500,000 annually to public libraries as matching grants to purchase a shared automated library system.

OVERVIEW

This summary is designed to give the reader a brief and quick overview of the Texas State Library's Automation and Resource Sharing Plan for 1989 - 1991. You should consult the individual project descriptions which follow for specific details.

Project Neighbor	Nearby local libraries will enter into optional agreements with each other to allow their patrons free direct borrowing from all their collections.
Project Leadership	The State Library will propose and adopt standards for Texas library automation and resource sharing projects which are funded by state or federal grants. The standards will be optional for those projects paid for with local funds.
Project Partners	Grants will be given to both multitype and public library cooperatives to assist them in automating their libraries for enhanced resource sharing. These matching funds could be used to expand or purchase a shared automated library system or to link separate, standalone systems.
Project Build	Funds will still be provided to continue to build the database of Texas library holdings on OCLC. This database will continue to serve as the primary location tool for the state's interlibrary loan network.
Project List	The current Texas Union List of Serials (UTXL) will be maintained and enhanced. This database provides convenient access to information about the periodical holdings of the major public and academic libraries.
Project TexNet	The TexNet interlibrary loan network will continue to provide interlibrary lending and referral services through agreements with the major Texas public libraries.
Project Loan	The current method of reimbursing Texas libraries for lending materials to the state interlibrary loan network will continue to be maintained and will be modestly expanded.

PROJECT NEIGHBOR

COMMENTARY

The basic premise for Project Neighbor is that the best way to provide the typical library user access to materials not owned by their host library is to allow them to have free and direct borrowing privileges in the other libraries in their community. This type of access is often referred to as "direct borrowing" or "reciprocal borrowing."

By enabling the patrons to fully use the materials in nearby libraries, a number of benefits will occur:

* the materials can be obtained as quickly as the patron is willing to go get them; under the current resource sharing system, the patrons must wait until their library sends their request, the lending library responds affirmatively, the post office delivers the item and the host library notifies them that it can be picked up;

* there is less need to have union catalogs of libraries' holdings, although these can be helpful to the patron; while it is vital to know what libraries own under many resource sharing systems, it is very expensive to build these types of union catalogs and this cost can be avoided when the patrons can go get the materials close by;

* there is less need for a powerful, computerized communication system; while other resource sharing systems require these types of expensive communication systems to handle the large volume of interlibrary loan requests, all that is necessary in a local community is the ability to telephone the neighboring library to check on the availability of an item.

In its July 1986 report, the Texas Library Association Planning Committee strongly recommended the following objective as one of a number designed to reach their primary, overall goal of meeting the library needs of Texas residents:

> Goal 1 - Objective B:
> "[The Texas Library Association should] promote the development of statewide reciprocal borrowing by conducting a study designed to identify the level at which such a procedure could be effectively implemented."

Although the Texas State Library and Archives Commission may endorse this type of approach, this resource sharing plan does not go quite as far as the TLA plan does. There are two reasons for this (1) the State Library believes that it is more likely that a patron will want to be able to borrow directly from a nearby library than to borrow from a more distant one, (2) the State Library staff has recommended the implementation and funding of reciprocal borrowing projects a number of times in the past decade and these proposals have been actively opposed and defeated by Texas public librarians. It is the staff's belief that a statewide direct borrowing system might be better built if it is based upon a strong foundation of locally developed and operated agreements.

DESCRIPTION

The fundamental plan for Project Neighbor is simply that local libraries enter into agreements to serve each other's patrons directly. It is entirely optional for any library to participate in such an agreement.

It is expected that the libraries that enter into such an agreement will be within easy driving distance of each other. This will probably mean that they are no more than 40 miles apart, since it is unlikely that patrons would drive further than that.

The libraries that enter into such agreements with each other can be all of the same type (e.g., all public libraries) or they could be of different types (e.g., three public, one school, two academic and two special libraries).

It would be up to each community to determine whether or not participating libraries would be reimbursed. In many cases it is likely that the libraries would agree not to seek reimbursement. In other cases, they will agree to reimburse each other from their library budgets at an agreed upon rate. In still other cases, the libraries might seek to be reimbursed by the Major Resource System, if their system offers such a program. These reimbursements will be between the libraries involved and will not be charges which the patron is expected to pay. The patron would not be charged for using the library or checking out materials.

The Texas State Library's role in Project Neighbor will be to encourage the development of these direct borrowing agreements among libraries, offering workshops and training on the subject and providing suggested or sample agreements which can serve as guides. The LSCA Advisory Council approved a proposal to use $200,000 in 1990 and $400,000 in 1991 to initiate this project.

The Major Resource Systems can, at their own choosing, provide additional assistance to the libraries in their regions. This assistance could be in the form of developmental consulting or it could involve providing the funds which will reimburse the local libraries. It will be up to each system, using their own decision making structure to determine how it wants to help.

TIMELINE

There is not a specific starting date for this project because it is the type in which any library can participate whenever it chooses to do so. For example, some Texas libraries already have formal and informal agreements with each other. The consulting and training activities conducted by the State Library will begin from mid-1989 to 1990. The project will be ongoing, without a termination date.

PROJECT LEADERSHIP

COMMENTARY

Under Project Leadership, the Texas State Library will propose a set of standards for Texas library automation projects to follow. These standards will provide a consistent approach for future resource sharing and will help assure local libraries that they can transport their databases to future technologies with the minimum possible cost.

It is important that certain key elements be standardized to enable Texas libraries to exchange information with each other in both online and offline environments. Although Texas libraries can automate without adhering to any standards, there will be situations in the future which could penalize libraries that automate without regard to the accepted bibliographic or communication standards.

DESCRIPTION

Project Leadership involves the establishment of standards. Two types of standards will be established: (1) technical standards which address the issues of compatibility and exchangeability of data in an automated environment, and (2) resource sharing standards which discuss access to the library's collection by other libraries and patrons in both automated and non-automated situations.

For the technical standards, the staff of the Texas State Library, will seek the advice of Texas librarians who have technical automation expertise and will propose the adoption of these standards by the Texas State Library and Archives Commission.

Examples of technical automation areas which may need standards are: the types of machine readable records which libraries should be acquiring, the need for unique numeric identifiers in the records, the cataloging standards which should be followed in creating the records, the symbology and format of bar coded labels, and the ability of an automated system to communicate and share data with other automated library systems (e.g., having access to telecommunication ports and the capability of the software to interface with other computers using the Standard Network Interface [SNI]).

Automation projects funded by state or federal funds through the State Library will be required to meet the Project Leadership standards.

The standards will be optional for those libraries which are automating with local or private funding. However, by following the standards, these libraries can be more confident that their system could be integrated into any future state resource sharing communication system. They can also be more assured that their machine readable database, an asset which represents a large investment in time and money, will be able to be moved to a new automated system when their current one becomes too small or technically obsolete.

The resource sharing standards will be embodied in a Texas Resource Sharing Code which will be structured like other interlibrary loan codes. This code will identify the responsibilities of the lending and borrowing libraries, as well as the conditions under which a library must make its collection available to other libraries. The code will be modeled after the AMIGOS Interlibrary Loan Code which has encouraged free lending among the OCLC member libraries in the five state region for about ten years. The libraries which receive funds for resource sharing through the Texas State Library will be required to follow the code. Others will be encouraged to follow the code voluntarily.

TIMELINE

By mid-1988, the State Library staff will prepare drafts of the standards and will send them to a wide range of Texas librarians for their suggestions, comments and support. Based on their feedback, the revised proposal will be submitted to the Texas State Library and Archives Commission for adoption in late 1988 or early 1989. The standards will remain in force until revisions are necessitated by changes in the technology.

PROJECT PARTNERS

COMMENTARY

The basic premise of Project Partners is that the highest volume of resource sharing will occur when the following conditions are in place:

(1) patrons have free access to the collections of other libraries;

(2) these libraries are within easy driving distance;

(3) these nearby libraries share the same automated library system or, alternatively, the stand-alone automated library systems in the libraries are linked together and capable of full online interaction; in these ways, a patron can easily determine that another library owns a particular item and whether or not it is available for checkout.

According to a number of studies, the primary method of resource sharing, interlibrary loan, generally comprises much less than one percent of the total circulation of a public library. Studies have found that it usually only amounts to between .2% and .8% of all public library circulations in a state (.26% in Texas in 1986).

It is recognized that interlibrary loan is an extremely valuable service to the patrons who have a great need for it. However, it is also recognized that the number of people who are aware of the interlibrary loan service and are interested in using it is quite small in comparison to the number of "regular" library users.

However, studies also show that when library patrons can perform a computerized search of another library from their host library, they are much more willing to place a request for a title that is shown to be available somewhere nearby. When this level of knowledge and service is available, the number of resource sharing requests can be as high as seven to ten percent of total circulation.

The first two conditions mentioned above will be put into place through the reciprocal direct borrowing agreements created under Project Neighbor.

The role of Project Partners is to provide supplemental funding assistance to facilitate interlibrary resource sharing. It is an obvious fact that automated library systems, whether single library stand-alone systems or multi-library shared systems, are very expensive to purchase and maintain. It is also clear that the greatest benefits of such automation projects will primarily accrue directly to the specific libraries and their patrons, rather than to any sort of resource sharing service. Therefore, the large cost of automation projects can not be justified by the volume of resource sharing business, since any interlibrary sharing activity will be such a small portion of the total.

Fundamentally, it is important to recognize that while the State Library is interested in promoting this type of resource sharing, it can only be feasible in those libraries that are able to fund the majority of the cost from local public or private funds. The state's role is to provide matching funds to those Project Neighbor libraries that desire to share resources in an automated environment. In this way, additional funding of modest proportions can be directed to aid local communities in providing a higher level of service to other libraries' patrons.

Depending on the individual circumstances in each community, it may not be appropriate or timely to consider a shared automated library system. Project Partners funding also allows public libraries which already own separate, stand-alone automated library systems to apply for funds to acquire the technology to link their computers together. Although this level of technology is not yet available in the marketplace in a standardized form, there is much work being done currently to develop such a capability. Therefore, the initial plans for Project Partners have been structured to permit this to occur when the technology catches up with the vision.

DESCRIPTION

The basic plan for Project Partners is to provide matching grants of federal funds to nearby local libraries to purchase and operate an integrated automated library system; this might involve either the purchase of a new automated system or the expansion of an existing system. It also provides grants to link separate computer systems when the marketplace can provide a standardized linkages which meet the requirements of Project Leadership.

Specific grant guidelines are being written by the State Library stating the detailed requirements of this project. The guidelines are being modeled after the state's LSCA Title II construction grant guidelines. A "point system" will be used to rank the applications which are received and those with the highest points will be funded.

Some of the basic requirements for a matching automation grant which can be anticipated are:

- participating libraries must have a Project Neighbor agreement among themselves
- the grant will provide funds to match local funding up to a certain amount (e.g., maximum grant of $100,000)
- the libraries must have studied and projected the five-year costs of their automation project

- the libraries' governing authorities must sign formal agreements with each other committing sufficient resources to maintain, operate and staff the automated system for five years, according to the cost study
- the system must be procured in an open fashion, in conformance with state and local law
- the system will conform to the standards established in Project Leadership
- the system must have sufficient functional capabilities so that the patron can search the database, determine the location and availability of the desired material and initiate a request or hold for this material
- those libraries which already have their own automated library system and wish to link it to the automated library system owned by a neighboring library must obtain the necessary permissions and cooperation of their automation vendor to conform to the standards established in Project Leadership.

The Texas State Library will provide consulting assistance to projects during the planning and procurement phases. Such consulting assistance is currently offered to Texas libraries and would be also be available to Project Partners cooperatives.

In FY 1990, $500,000 of LSCA Title I funds will be budgeted to provide the matching funds to shared public library automation projects. Projects involving other types of libraries will be eligible to apply for Title III funding for their matching funds. This distinction between these types of projects is necessary because of the federal requirements for these monies.

The Major Resource Systems can, at their own choosing, provide additional assistance to the libraries in their regions. This assistance could be in the form of consulting or training. It could also involve providing additional funds to public library cooperatives. It will be up to each system, using their own decision making structure to determine how it wants to help.

Efforts will be made to enable a Project Partners cooperative to receive its matching funds over a two year period, if that is necessary.

While the emphasis of the grants is to buy a portion of the computer hardware and software, funds can also be used for retrospective conversion and other tasks necessary to build the machine readable database. The costs of any consultants or staffing or remodeling would be paid from local funds.

TIMELINE

Project Partners cooperatives which are organized with different types of libraries, are already eligible to receive a grant (Title III) to purchase a shared automated library system or to link existing separate computer systems.

The Texas State Library has already funded a number of these shared automation projects over the past ten years (in Victoria, Plano, Amarillo, Grayson County and El Paso). However, these projects are not under the requirements outlined above because they received their funding previously. The requirements have been incorporated into the Title III grant guidelines for awards made in 1989.

Project Partners cooperatives which are composed of public libraries will be eligible to receive Title I grants for 1990. These guidelines will be developed in 1988 and will be distributed in 1989.

While no termination date has been set for Project Partners funding, it can be expected to be available for about ten years, depending upon (1) the continuation of federal funding, and (2) the continued technological viability of this approach.

PROJECT BUILD

COMMENTARY

The goal of Project Build is to continue building the database showing the holdings of the Texas public libraries which serve as Interlibrary Loan Centers.

Once the nearby library collections available to the patron under Project Neighbor and Project Partners have been searched and the needed material is still not located, the interlibrary loan component of a resource sharing plan must be utilized. This allows the host library to obtain the materials from a more distant library.

For those libraries that can not participate in Project Neighbor and Project Partners because of fiscal, political or geographic reasons, interlibrary loan is the only link their patrons have to the vast collections housed in other libraries.

In order for interlibrary loan to be a reasonably speedy and cost effective service, databases must be available which show the locations of the desired material. Without the knowledge that the book or journal is held by a specific library, the librarian must send the borrowing requests "blind." This results in a great deal of work with a lower probability of success.

For over twelve years, the major public and academic libraries in Texas have used the OCLC database for cataloging and as a means to show other libraries what they own. In March 1985, this database contained almost 14 million holdings for the 164 Texas libraries that catalog on the system; additional holdings have been added since that time. In addition, there are a number of Texas libraries that have entered serials holding information into the database, but do not use the system for cataloging.

This database is the backbone of the Texas interlibrary loan network, especially since OCLC also provides the communication mechanism to transmit the requests and the responses, as well as containing the holdings information for the major library collections.

In order to guarantee that the holdings of Texas public libraries are included in this database, the State Library has funded the Interlibrary Loan Center Bibliographic Network Project for about ten years. This project (often called "BibNet") paid some of the costs for the ten public library Interlibrary Loan Centers to catalog their materials on the OCLC system. Project Build carries on this reimbursement in a manner which is designed to ensure that the vital information about Texas public library holdings is available statewide and nationally on OCLC.

DESCRIPTION

Project Build provides funds to reimburse the major Texas public libraries for the cost of adding their cataloging records to the OCLC database. This is a continuation of the Interlibrary Loan Center Bibliographic Network Project, or "BibNet."

From 1978 to 1986, the State Library budgeted $204,000 to pay AMIGOS for the cataloging costs of the ten public library Interlibrary Loan Centers. Beginning in 1987, half of the funds were set aside to pay the cost of tapeloading onto OCLC the bibliographic records which these libraries had obtained elsewhere. This approach will continue from 1988 onward.

There has been a change from paying the cataloging costs to reimbursing only the incremental costs for tapeloading the records onto the database. The reason for this change is that the State Library did not want to restrict the participating libraries to OCLC cataloging. With many more sources of high quality bibliographic records available to them, the participating libraries can choose the vendor which provides them with the best service at the lowest cost, without necessarily being bound to OCLC for cataloging. The State Library's role is to ensure that these non-OCLC records are added to the database. Therefore, we will either pay the cost of tapeloading or will reimburse the libraries at the tapeloading rate for choosing OCLC as their cataloging vendor.

In this process of building an online database of Texas library holdings, we are also creating the capability of producing an offline database. The records created by cataloging on OCLC are saved to computer tape. The tapes of any number of libraries could be merged together and, with additional processing, be used to create a combined catalog on microfilm, microfiche, compact disk, laser disk, or on another online system.

Since a number of other states have created statewide databases using the new laser technology, the Texas State Library has studied this as an option. For the present time, we do not plan to develop such an offline database for the following reasons:

- tape processing costs: Texas libraries own so many items that there would be a significant cost to process all the tapes. The tapes would, at minimum, require both deduplication and merging. It would also be important to "flip" them to AACR2 cataloging and to do authority control.
- mastering costs: Once all the records have been processed, the next step is to master these onto the microfiche, compact disk or whatever medium was selected. For a database of this size (estimated at over 5 million records after dedupping and merging), the current technology does not provide a suitable format, even with the recent advances in low cost storage. A microfiche database would contain thousands of separate fiche. A single compact disk can hold about 650,000 records and a 12 inch laser disk holds about a

million. The costs for mastering such disks (about $10,000 currently) would be incurred for each of the separate disks required.

* equipment costs: In order to search the compact or laser disk, each library would have to own a microcomputer; this micro would have to be set up in a convenient place for the interlibrary loan librarian or the patrons to use and it would have to be available at convenient times. While more and more Texas public libraries are getting this equipment, there are still a large number that do not have it. In addition to the basic micro, the library would have to own a disk drive for that particular disk format; very few, if any Texas public or academic libraries have this equipment now. With the database taking up more than one disk, it would be much more convenient to have multiple disk drives, although it would not be absolutely necessary. The costs for all this equipment could easily total over $7,500 for each complete unit; large libraries could also need a number of units, for the multiple branch locations.

* communication system: If a library were to have the necessary equipment and the state database on compact or laser disk, it would only enable them to search and locate the items that their patrons want. They would then need to go to a communication system to transmit the request to the possible lending libraries. Of course, all the lending libraries would have to be connected to this same communication system. It would be important for the communication system to also provide management, storage and statistical functions as well as the ability simply to transmit and receive messages. Such systems are available to use with databases on compact or laser disk, but they require still more additional equipment and use costs.

* redundancy / duplication of effort: The current resource sharing system (see Project TexNet) is based on the OCLC system; this is available to about 165 Texas libraries and offers them an online database as well as a full function communication system. Without a significant savings in cost, it does not appear wise to produce an offline database and construct another communication system to provide a lower level of service than is available through the OCLC system. Using the OCLC system has the added advantage of being a resource sharing network based upon a service that a large number of Texas libraries are buying on their own to prepare their cataloging. Thus, the resource sharing component is able to piggyback on an activity that local libraries have acquired on their own, to meet their primary local needs. Considering the relatively low level of interlibrary lending compared with total circulation, the State Library thinks it is more appropriate to use an existing network, such as OCLC, than to spend larger amounts to create an alternative system.

TIMELINE

Project Build is an ongoing program of the State Library. From FY 1988 on, $35,000 in federal funds will be budgeted. There is no anticipated termination date because it is important to keep building the database of Texas library holdings for resource sharing purposes.

PROJECT LIST

COMMENTARY

Access to journal articles is a very important aspect to any interlibrary loan program, especially for academic and special libraries.

More information needs to be known about a library's serial holdings than is needed about its monographs. A great deal of time and money is wasted if libraries try to obtain photocopies of articles from libraries that do not have the particular journal issue that contains the desired article.

The generally accepted solution to this problem is to develop a union list of serials which shows the combined holdings of the participating libraries. Local or regional union lists are valuable when the patron can determine that a nearby library owns the title and issue that is being sought. Statewide lists are valuable when the librarian is searching for material to obtain on interlibrary loan.

Currently there are two "statewide" union lists of serials, although neither includes all Texas libraries. The Texas List is produced on microfiche and has been in existence for about 20 years; it shows the holdings of many academic and special libraries, especially the special libraries in the Houston area. The "Texas Union List of Serials" (or "UTXL" its OCLC symbol) is searchable both online on OCLC and on microfiche; it was created in 1985 using the OCLC serials subsystem. As of June 1987, the microfiche showed 72,000 serial titles held by 92 participating Texas public, academic and special libraries; over 385,000 locations were listed.

In its July 1986 report, the Texas Library Association Planning Committee strongly recommended the following objective as one of a number designed to reach their primary, overall goal of meeting the library needs of Texas residents:

> Goal 1 - Objective A:
> "[The Texas Library Association should] promote the development of an online, statewide union list of serials through the appointment of a task force or the awarding of a research grant."

DESCRIPTION

Project List is a continuation of the Texas Union List of Serials (UTXL). Although the primary purpose of the project is to support the interlibrary borrowing of periodical photocopies, there are a number of potential corollary benefits which could accrue to libraries if they desired. These include having information about other libraries' holdings when making decisions about purchasing or terminating serial titles. These lists are quite helpful between Project Neighbor participants when patrons wish to travel to a nearby library to get the material directly.

The UTXL union list can be searched online by any OCLC member library in the state or nation. Annually, a microfiche copy of the list is produced; one free microfiche edition is given to UTXL member libraries and other libraries can purchase it (for $65 in 1987).

Two sources of financial assistance are available to libraries to help them add their records to the UTXL database. First, groups of libraries can apply for a Title III grant to pay for the staff, equipment and data entry costs to create a regional union list as well as add their records to UTXL at the same time. Second, smaller libraries which are willing to perform the data entry can request that "incentive funds" be allocated to pay the AMIGOS/OCLC costs.

Since the inception of UTXL, the State Library staff has been in frequent communication with the editor of The Texas List. The State Library would welcome any initiatives by the Texas Library Association to develop, promote and maintain a single union list of serials for the state.

TIMELINE

In accordance with the original design of the UTXL, funding for the project in 1988 ($30,000) and 1989 ($18,000) will include monies for the "incentive" portion of the project. For 1990 and beyond, the budget will be set at a maintenance level of roughly half of these amounts.

Project TexNet

COMMENTARY

The cornerstone of the Texas State Library Automation and Resource Sharing Plan has been, and will continue to be, a strong and effective interlibrary loan network.

The plans and goals of Project Neighbor and Project Partners are valid as initial starting places to fill a patron's information needs. However, if the material is not available in the patron's community, then the library must be able to obtain the material through an interlibrary loan network capable of accessing distant libraries across the state and nation. For example, over 17 percent of the loans on the state interlibrary loan network involved out-of-state libraries in 1986. Also, the ten Referral Centers could fill only 43 percent of the requests from their region.

It is very important to recognize that there will continue to be the need to send requests outside of the limited area of local library cooperatives. In 1986, only 43 percent of all requests on the state network were filled by all Texas public libraries; other types of libraries filled another 33 percent of the requests. Since these figures represent the materials obtained from across the state and nation, they indicate the vital importance of having an interlibrary loan communication network and database which will reach far beyond the local community.

The Texas State Library plans to continue funding an interlibrary loan network capable of easily sending and receiving requests to distant libraries, even in the long term future. The State Library will also continue funding a program for those Texas libraries which are too small, isolated, or without funds to obtain their own access to this network.

While the future interlibrary loan network is being called Project TexNet, it is the same program as the Texas State Library Communications Network (or TSLCN). About twenty years ago, the State Library instituted the Texas State Library Communications Network to enable the rapid and efficient relaying of interlibrary loan messages among Texas libraries.

An obvious prerequisite to an efficient and effective resource sharing program is the need for a communication system to enable participating libraries to transmit requests and responses to each other. Without a standardized communication network, participating libraries would be burdened with the need to purchase additional equipment and to train staff in the various operating systems. In addition, if the communication system is not linked to the bibliographic database showing the libraries' holdings, some way must be found to avoid the labor-intensive task of entering the bibliographic information into the communications system.

To address this problem, the TSLCN adopted the OCLC Interlibrary Loan Subsystem as its communications system in 1979. About the same time, major Texas academic libraries also began using this subsystem to exchange information about interlibrary lending.

The OCLC Interlibrary Loan subsystem offers numerous beneficial features:

1) the ability to search the entire OCLC database of about 14 million records to locate and, hence, verify the necessary bibliographic information; online union lists of serials are also available; this means that almost no other verification/location tools need to be purchased or used by borrowing libraries;

2) the ability to load this bibliographic data into the communications workform automatically;

3) the ability to query five libraries sequentially with each request;

4) the ability to request and respond to circumstances as they arise (e.g., renewals, loans at a future date, non-delivery of materials);

5) the ability to print incoming requests easily in a batch mode, to load locally defined data such as addresses automatically, and to save keystrokes by using the new microcomputer terminals;

6) the ability to store and search library lending policies online;

7) the ability to obtain detailed, monthly statistical reports of lending and borrowing by institution;

8) the availability of detailed documentation and ongoing training.

In spite of its numerous benefits, the OCLC system is not without certain problems:

1) although the system provides information about the holdings of many libraries, there is no indication of whether a particular item is actually available for loan in a particular library;

2) since some libraries are not diligent about updating their holdings information, the database contains inaccurate or out-of-date information;

3) the system is complex and requires extensive training and retraining of staff; it cannot be thought of as a "user-friendly" system;

4) because the cost of participation in and use of the system is not inexpensive, many small libraries cannot afford membership; this means that (a) their holdings are not known and thus not available for loan and (b) staff must be placed in TSLCN Referral Centers to handle the requests for the nonmembers;

5) because of the major changes which are occurring in the telecommunications industry, there is the potential for dramatic increases in the costs and the possibility for disruption of services; however, this problem would be an even larger concern if we were utilizing a non-OCLC based communication system; because of the size of their telecommunication network, OCLC, Inc. can bring to bear greater political clout and technical expertise than would otherwise probably be available.

With very few exceptions, Texas elementary and secondary school libraries are not participants in the interlibrary loan network. The exceptions involve three school libraries in a rural unserved county which are receiving limited interlibrary loan service from the Abilene Public Library as part of a special study.

The primary reason Texas school libraries cannot receive services from the state network is that funds have not been allocated to pay the extra cost involved in handling a large number of additional requests. It is estimated that the average cost of taking these requests would be at least $6.00 each.

In the past, school districts and Educational Service Centers have been unwilling to provide additional funding in order to receive interlibrary loan service. After providing a year of grant-funded service to rural schools in the Waco area, the State Library invited them to continue receiving services on a jointly funded basis; none of the school districts accepted.

There are also some practical and philosophical questions concerning the place of school libraries in TexNet. In spite of this, at its May 28, 1987 meeting, the LSCA Advisory Council directed the staff of the State Library to prepare a report which explores the feasibility and options for including school libraries as participants in the Texas interlibrary loan network. This report will be presented to the Council by the Spring 1988 meeting.

DESCRIPTION Project TexNet is the system of contracts and policies by which public libraries, and to a lesser degree academic and special libraries, receive interlibrary loan and referral services.

In TexNet, there are three types of participants:

(1) Referral Centers:
the State Library negotiates with major libraries to fund the staff, fringe benefits, operating expenses and indirect costs required to fill or refer the interlibrary loan requests; currently, ten public libraries located across the state are selected by the Library and Archives Commission to serve this role. The other criteria for participation are in the contract which specifies the policies and procedures these Centers must follow.

(2) Service Area Libraries:
these are the public, academic, and special libraries in a Referral Center's service area which use that Center to fill or refer their interlibrary loan requests. According to a 1978 policy of the Texas State Library and Archives Commission, any public, academic, or special library may send requests to their Referral Center.

(3) Other Libraries:
these are the academic and other libraries that fill the requests sent to them by the Referral Centers. The only requirement for their participation is that they have OCLC membership and that they agree to loan without charge.(See Project Loan for details on the reimbursement of these libraries for providing net loans)

Local public, special and academic libraries are able to place a toll free telephone call to their designated Interlibrary Loan Referral Center and request books or photocopies needed by their patrons. The requests can be for known items or can be phrased as a subject inquiry. If the material is owned by one of these ten Centers, it will be loaned directly; if the material is not owned, they will use the OCLC Interlibrary Loan Subsystem to refer the request to another library.

TIMELINE

There is a well-established timeline for funding and operating the TexNet interlibrary loan network. During the Spring of each year, the budgets for each Center and the network as a whole are set for the following fiscal year.

The funding of an interlibrary loan network structure which allows distant libraries to send and receive requests is seen as a permanent part of the State Library's Automation and Resource Sharing Plan.

PROJECT LOAN

COMMENTARY

Project Loan is the embodiment of a current procedure, previously part of the TSLCN program.

Since 1982, the Texas State Library has entered into contracts with Texas academic libraries to reimburse them for the loans they made to Texas libraries through TSLCN.

These contracts were started when the volume of interlibrary loan requests over OCLC from TSLCN to academic libraries began to have a significant impact on the staff and collections in these libraries. It was also a time when the costs of providing interlibrary loan service were rising rapidly, primarily due to the high inflationary increases of salary and operating costs.

Since 1984, these academic libraries have been reimbursed only for the actual net loans that they made over OCLC to the requests sent by the TSLCN referral centers. The reimbursement rate is $4.00.

This reimbursement has been very valuable in keeping free and open access to the major academic collections open in Texas. As mentioned previously, the state has also been fortunate in having so many libraries which abide by the liberal AMIGOS Interlibrary Loan Code.

During the period that this reimbursement has been given, the predominant trend in other states has been for public and private universities to impose stiff fees on incoming interlibrary loan requests. These fees generally range from a minimum of $5.00 to over $20.00; some libraries even impose charges when they cannot fill the request.

Most Texas academic libraries have not imposed such fees. The few that do charge fees usually limit the charge to requests coming directly from corporate special libraries. There is only one known university library that seeks to collect lending fees from most other Texas libraries.

Generally speaking, it is much better to have as many libraries as possible in one's list of possible lenders. There are two advantages to this: (a) there will be a greater likelihood of finding the desired title in the database, since each library could have materials that are unique, and (b) there will be more choices of locations to enter into the lender string and this could enable the materials to be delivered faster, without placing a heavier burden on the largest, most used institutions. Therefore, the approach taken by Project Loan is to encourage the many Texas libraries that are on OCLC to be responsive to our Project TexNet interlibrary loan requests.

DESCRIPTION

Under Project Loan, the method of reimbursing academic libraries for their net loans to Texas libraries through Project TexNet is continued, and will be modestly expanded.

Each summer, the State Library analyzes the volume of interlibrary loan traffic among the contracting academic libraries and the TSLCN referral centers and estimates the total number of net loans for each of the academic libraries. This estimate is used to prepare a contract which is sent in August, to begin in September.

Following the close of a state fiscal year, the State Library computes the actual number of net loans which occurred and prepares a payment voucher, to the maximum specified in the contract. The OCLC monthly statistical reports are used to determine the number of items loaned or borrowed by each library.

The reimbursement rate is set for each biennium at the time the state budget is prepared. For FY88 and FY89, approximately $87,150 and $91,500 are budgeted; these are only estimated budgets which will be modified depending on the lending and borrowing patterns at the time. The actual expenditures generally are 10 to 15 percent less than the budgeted amount.

In 1990, Project Loan will be expanded to include the payment of reimbursement to any Texas library which agrees to follow the guidelines. In this way, we will reimburse Texas public, special and school libraries, as well as the academic libraries. This will serve to encourage these libraries, which are not TexNet Referral Centers, to lend materials to the state interlibrary loan network, thus making more borrowing locations available to Project TexNet.

The amount budgeted for Project Loan contracts for FY90 will include an increase of 25 percent (to $115,000) to pay for the additional libraries' participation.

To participate in Project Loan, any Texas library (except for the Referral Centers) must meet the following guidelines:

1. they must be capable of receiving interlibrary loan requests over OCLC;

2. they must agree to attempt to fill all the public, academic and special library requests which are referred by any Project TexNet center;

3. they must request that a reimbursement contract be issued and agree to abide by the minimal state contracting requirements associated with this project; and,

4. there must be a reasonable volume of net lending (approximately 100 net loans annually) to justify the administrative costs of the paperwork and bookkeeping.

Project Loan: continued

TIMELINE

Project Loan will continue with the current schedule whereby the total budget is set in the Spring, the actual contract amounts for each participating library are determined in the Summer, the contracts start in September and an annual payment is made by November after the close of the fiscal year.

Beginning in FY90, other Texas libraries which have OCLC and will make loans to Project TexNet will be invited to receive reimbursement under the same conditions.

EVALUATION AND CRITERIA

Application guidelines, evaluation procedures, and reporting requirements for all projects are included in the Annual Program which is reviewed and approved by the Texas State Library and Archives Commission. All evaluation and expenditure reports are cited in the contract which is sent to each subgrantee. Attachment 1 is a copy of the Systems Contract; contracts for other projects are very similar.

Each public library system is required to submit evaluation reports according to the instructions outlined in Attachment 2. The "LSCA Title III Evaluation Outline" (Attachment 3), will be submitted by each Title III subgrantee to the State Library semi-annually. Similar evaluation reports are also required of recipients of MURLs, Establishment, and Disadvantaged subgrants. Failure to submit these evaluation reports will result in suspension of the contract.

Attachment 4 is the monthly statistical Standardized Reporting Form distributed to the regional public library systems. Data submitted on these forms provide the State Library with information relating to the rate of grant expenditure, number and type of liaison contacts, number and type of materials acquired, and other statistics relevant to the oversight and evaluation of the systems program.

State Institutions are asked to annually submit the attached Library Expenditure Report and the Survey of Library Service to State Institutions (Attachment 5). This information allows the State Library to compare institutional services to adopted standards.

The attached "General Statistics/Information Report" (Attachment 6) is distributed annually to all public libraries in Texas. The data collected assist the State Library in comparing and evaluating the development of public libraries and determining the fulfillment of the criteria for membership in the Texas Library System.

Included as Attachment 7 is the property inventory form. All nonexpendable property purchased with grant funds and with an acquisition price of more than $300 must be reported. In addition, the disposition report form for property purchased with federal and state funds is included as Attachment 8. The guidelines for inventorying equipment and library materials purchased with grant funds are identified as Attachment 9.

All financial reporting procedures conform to the Uniform Grant and Contract Management Standards for state agencies which were developed under the directive of Uniform Grant and Contract Management Act of 1981. The Standards adopt, by reference, Office of Management and Budget Circulars A-87 and A-102 and HHS Guide OASC-10 as the standards for all fiscal and program requirements.

Since most cities have converted to the single audit approach, more emphasis is placed on the review of financial status reports which provides better information concerning the subgrantees' overall performance.

In addition to staff review of these quarterly submitted documents, the State Library may designate an evaluation team to validate these reports through on-site visitations. The team will review, with the project director and other local participants, the project accomplishments, problems, and management procedures. Written reports are filed with the State Library and subgrantee following each visitation. Summary copies are distributed to other appropriate persons and groups participating in the project. An outline of the questions included on the on-site visitation report is sent prior to the visitation (Attachment 10).

Dissemination of evaluations of subgrant recipients is accomplished through the Texas State Library Annual Report which contains copies of all final subgrantee evaluation reports. Copies of this report are available on request to interested persons.

Attachment 1

Contract #

CONTRACT FOR LIBRARY SYSTEMS SERVICES

This Contract and Agreement is entered into by and between the Texas State Library and Archives Commission and the Local Governmental Unit pursuant to the authority granted and in compliance with the provisions of the "Library Systems Act," Article 5446a V.C.S.; the "Rules and Regulations for the Library Systems Act;" "The Powers and Duties of the Commission, Director and Librarian," Article 5436, V.C.S., and the "Library Services and Construction Act," Public Law 98-480.

I. CONTRACTING PARTIES:

The Receiving Agency: Texas State Library and Archives Commission

The Performing Agency:

II. STATEMENT OF SERVICES TO BE PERFORMED:

A. The Receiving Agency agrees to make a grant of monies to be used for the purpose of providing services to the Major Resource System as approved in the System's Annual Program of Services for 1989.

B. The Performing Agency agrees to adhere to all regulations cited in the Rules and Regulations for the Library Systems Act and to all rules issued under authority of the Uniform Grant and Contract Management Act of 1981, Texas Civil Statutes, Article 4413 (32g).

C. The Performing Agency may charge expenditures against this grant only if they conform to the system annual program of services and budget, as approved by the Receiving Agency, and are for reimbursement of expenses incurred or obligated during the grant period. Grant funds may not be encumbered after August 31, 1989. By October 31, 1989, a final Financial Status Report will be submitted to the Receiving Agency and all unexpended funds will be returned or a final request for any funds due will be submitted.

D. The Performing Agency agrees to audit all funds received under this contract. Such audit shall be conducted in accordance with Office of Management and Budget Circular A-128, "Audits of State and Local Governments." The audit will be provided to the Receiving Agency no later than 180 days following the close of the city fiscal year.

An audit report must be provided for each fiscal year in which funds from this grant are expended. For purposes of identification this grant must be designated in the audit report as Contract # .

E. Program income must be added to grant funds received under this contract and reported in the quarterly Financial Status Report.

F. The Performing Agency may not use monies received under this grant to replace local funds during the period of the grant.

G. Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgment:

Published with funds granted under the Texas Library Systems Act V.C.S., 5446a and the Library Services and Construction Act, P.L. 98-480.

H. The Performing Agency is free to copyright any books, publications or other materials developed as a result of this grant; however, the Receiving Agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use and to authorize others to use, the work for government purposes.

I. The Performing Agency certifies by this contract that it is in full compliance with the assurances set forth in Title I, Section 5.164 of the Texas Administrative Code.

J. The Performing Agency agrees to retain all financial and programmatic records, supporting documents, statistical records, and any other records pertinent to this grant for a period of five (5) years. Such records shall be made accessible to the Secretary of Education, the Comptroller General of the United States, the State of Texas, or any of their duly authorized representatives, for the purpose of audits or examinations and to make excerpts or transcripts of any books, documents, papers, and other records of the Performing Agency.

K. The Performing Agency agrees to maintain inventory records of nonexpendable personal property purchased with grant funds having a unit acquisition cost of $300 or more and to conduct inventories of such property in accordance with Title I, Section 5.165 of the Texas Administrative Code. The Performing Agency further agrees that title to equipment and library materials purchased under this contract and having a unit acquisition cost of $300 or more, shall be vested in the Texas State Library. Title to library materials and equipment, with a unit cost of less than $300 purchased under this contract, shall be vested in the library for which the equipment and library materials were purchased.

L. The Performing Agency agrees to secure the specific written approval of the Receiving Agency before obligating or expending grant funds for costs requiring grantor agency approval. The Receiving Agency authorizes the Performing Agency to expend grant funds for the following prior approval costs.

Automatic Data Processing Costs

Building and Related Costs

Equipment

Insurance and Indemnification

Professional Services

M. The Performing Agency agrees to provide the Receiving Agency with two (2) sets of all promotional materials produced under this contract.

N. The Performing Agency agrees to submit the System Project Evaluation Report Form and the Disadvantaged Services Report Form. The System Project Evaluation Reports are for the periods: (1) September 1, 1988 to February 28, 1989, due March 27, 1989 and (2) March 1, 1989 to August 31, 1989, due September 25, 1989. The Disadvantaged Services Report is for the period September 1, 1988 to August 31, 1989 and is due September 25, 1989.

O. The Performing Agency agrees to submit the Local/System Objectives Report, the Standardized Reporting form, and the Workshop Reporting Form to the Receiving Agency at the end of each quarter.

P. The Performing Agency agrees to submit five (5) Financial Status Reports to the Receiving Agency during the contract period.

Q. The Performing Agency will submit the reports required in Sections O and P according to the following schedule:

Reporting Period	Due Date
September 1, 1988 - November 30, 1988	December 30, 1988
December 1, 1988 - February 28, 1989	March 27, 1989
March 1, 1989 - May 31, 1989	June 26, 1989
June 1, 1989 - August 31, 1989	September 25, 1989

A final Financial Status Report will be submitted by October 31, 1989.

R. The Performing Agency agrees to comply with the terms and conditions of this contract and acknowledges that failure to comply can result in grant suspension. Failure to submit required reports for a prior year grant can result in suspension of this grant. Suspension shall be effective fifteen (15) days after receiving written notification from the Receiving Agency. During the suspension, the Performing Agency shall be reimbursed for those costs which cannot be reasonably avoided provided they are allowable under the grant agreement.

S. The Performing Agency affirms that it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract. The Performing Agency further affirms that its employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to subagreements.

T. The Contracting Parties may terminate this contract by giving written notice at least thirty (30) days prior to the effective dates of such termination. Termination procedures shall adhere to the provisions of Title I, Section 5.163 of the Texas Administrative Code. The Receiving Agency may terminate this contract or reduce the contract amount, without the consent of the Performing Agency, if the Receiving Agency's SFY 1989 appropriation is reduced.

III. PAYMENT FOR SERVICES:

The Receiving Agency shall pay for services received from federal appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon a "Request for Advance or Reimbursement" submitted by the Performing Agency on SF 270. The request will be only for the amount of funds required to meet disbursement needs for a one-month period, but should not be less than $250 per request.

IV. TERM OF CONTRACT:

This Contract is to begin September 1, 1988 and shall terminate August 31,1989.

V. BASES FOR CALCULATING REIMBURSABLE COSTS

EXPENSE CATEGORY	Adm.	Cnslg	Cont. Edu.	Automation	Video	16MM Films	Coll. Dev.	Publicity	Adult Literacy	TOTAL
Personnel										
Fringe Benefits										
Travel										
Equipment										
Supplies										
Contractual										
Other										
TOTAL DIRECT CHARGES										
Indirect Charges										
TOTAL										

Funds may be transferred among the above projects and expense categories without amending this contract as long as the cumulative transfers do not exceed five (5) percent of the total budget. This provision does not allow the total amount of the contract to be exceeded.

VI. CONTRACT AMOUNT:

The total amount of this contract shall not exceed: $

Source of Funds in this Contract:

The undersigned Receiving Agency does hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies of state and local governments; (2) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder; and (3) the arrangements and payments contracted for are in compliance with the provisions for Programs of the Department of Education, the Rules and Regulations and the General Provisions of the Library Services and Construction Act, P.L. 98-480 and the State Library Plan for operation under the Library Services and Construction Act.

RECEIVING AGENCY	PERFORMING AGENCY
Texas State Library	
By:	By: Signature (Must be an official empowered to enter into contracts)
William D. Gooch Typewritten Name Above	Typewritten or Printed Name Above
Director and Librarian Title	Title
Date	Date

Type or print name of local fiscal officer responsible for account into which these funds are to be paid.

Name of Fiscal Officer

Title (Must be an official of the Performing Agency)

ADDRESS

TELEPHONE NUMBER

Type or print name of individual designated as the person entrusted with the safekeeping of the property acquired with grant funds.

Name of Property Manager

Position of Property Manager

ADDRESS

TELEPHONE NUMBER

Attachment 2

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

William D. Gooch
Director and Librarian

MEMORANDUM

TO: System Coordinators

FROM: Lisa deGruyter, Manager Systems Development

RE: System Evaluation Reports

DATE: September 1, 1988

Attached are the forms you will use to satisfy semiannual and annual reporting requirements to the Texas State Library in SFY 1989. These forms and instructions are designed to provide for more uniform reporting from the ten systems, and to ensure that the information requirements of the Texas State Library and the Department of Education are met.

Two forms are attached to this memo along with instructions for each. One is the System Project Evaluation Report form, one of which is to be prepared for each system project, semiannually and annually. The second is the Disadvantaged Services Report form which is to be submitted annually. Your first Project Evaluation Reports will be due for the first half of SFY 1989 and should be received no later than March 27, 1989. The annual Project Evaluation Reports and Disadvantaged Services Reports, which cover the entire 12 month period, are due on September 25, 1989.

As you know, these reports will be included as a part of the LSCA Report which is sent to the Commission, the LSCA Advisory Council, as well as to the Department of Education. For this reason, we request that your reports be complete, accurate, and clear. Any problems in this regard will be referred back to you for remedy.

In addition to the forms and instructions, I have provided two examples of what we would expect in a completed form from you.

As has been our previous practice, we ask that the following items be sent as addenda to your Project Evaluation Reports:

1. Examples of original promotional materials produced with system funds (printed materials, video PSA's, audio PSA's, etc.)

2. One copy of all original media productions produced with system funds (videotapes, filmstrips, etc.)

3. One copy of all interim and final consultant study reports (including those conducted for member libraries with system funds), data processing contracts, requests for proposals, and consultant proposals which are awarded contracts, excluding those documents submitted separately to the State Library.

4. One copy of all minutes of system committee and advisory council meetings, excluding those received with the annual plan of service proposal.

Information on system workshops, including an evaluation, list of participants and packet materials, is due quarterly.

Please call if you have any questions.

INSTRUCTIONS

System Project Evaluation Reports

INTRODUCTION

The System Project Evaluation Report form was designed to satisfy the following objectives:

a. To create a form which would satisfy the reporting requirements of the Department of Education.

b. To encourage systems to evaluate project results in the context of project objectives.

c. To encourage systems to consider the unit cost of the services they provide.

The semiannual report, covering the first six months of the state fiscal year, is to be submitted by March 27th according to the System contract. The annual report, covering all 12 months of the state fiscal year, is to be submitted by September 25th. Failure to file evaluation reports can result in grant suspension. Systems are encouraged to provide copies of evaluation reports to system advisory council and planning committee members and to other librarians and citizens who might request them.

A separate report form is to be completed for each system project. For the purposes of this report, "projects" are defined as the separate cost centers identified in the "Bases for Calculating Costs" section of the system contract. The "Project Name" at the top of the report form should be the same as that used in the contract.

INSTRUCTIONS FOR REPORT FORM

Specific instructions for the five sections of the System Project Evaluation Report form are as follows:

1. Overall objective of this project:

   State the overall project objective clearly and succinctly. You may use the same statement which you provided in Part IV., Section 1. of your approved Plan of Service proposal if you wish.

2. Summary of project results:

   Briefly summarize project accomplishments, either to date, in the case of the semiannual report, or for the year, in the case of the annual report. Indicate any special circumstances which impacted the achievement of project objectives, either negatively or positively.

3. Specific project objectives:

   Restate the individual objectives, from both the Standardized Reporting Form and the Local Objectives Reporting Form, which apply to the project. These may no longer be amended during the course of the fiscal year.

4. Specific project results:

For each objective identified in Section 3, indicate the result to date (usually a number), the variance (annual report) or projected variance (semiannual report) between the project objective and the project result, the unit cost incurred in meeting the objective (if applicable), and a brief summary of important activities relating to that objective, including special circumstances which impacted the achievement of project objectives, or the unit cost. For the semi-annual report do not report a variance based on the actual result to date, but, as noted above, on a projection of the year-end result. For the annual report, if project objectives are significantly undershot or overshot, the Activity Summary must provide an explanation of why this was the case.

The formula to be used in determining variance is as follows:

$$\frac{\text{Result, or Projected Result}}{\text{Objective}} - 1 = \begin{array}{l}\text{Variance, or}\\ \text{Projected Variance}\end{array}$$

Systems may use whatever methods seem reasonable in projecting project results for the semiannual report.

The formula to be used in determining the unit cost of a system service is as follows:

$$\frac{\text{Applicable costs to date}}{\text{Results to date}} = \text{Unit cost to date}$$

Some objectives may be difficult to unit cost for one reason or another (e.g., cost per student hour of literacy training). In other cases, cost data may not be available. These circumstances should be indicated on the form as "n.a.". Systems should make every effort to supply as much accurate unit cost data as possible.

A detailed methodology for unit costing selected standardized statistics appears below.

5. Significant developments:

In this section system evaluators should indicate any significant accomplishments or occurrences during the evaluation period which are not covered in the preceding four sections. Important changes or improvements in project implementation over previous years should be noted. Any other information important to the understanding of project results to date should be provided in this section.

ADDENDA TO THE SYSTEM PROJECT EVALUATION REPORT

The following should be sent as addenda to your System Project Evaluation Report:

1. Examples of original promotional materials produced with system funds (printed materials, video PSA's, audio PSA's, etc.)

2. One copy of all original media productions produced with system funds (videotapes, filmstrips, etc.)

3. One copy of all interim and final consultant study reports (including those conducted for member libraries with system funds), data processing contracts, requests for proposals, and consultant proposals which are awarded contracts, excluding those documents submitted separately to the State Library.

4. One copy of all minutes of system committee and advisory council meetings, excluding those received with the annual plan of service proposal.

Please note that information on system workshops, including an evaluation, list of participants and packet materials, is due quarterly.

UNIT COSTING METHODOLOGY

At a minimum, systems should include unit cost information in their System Project Evaluation Reports for the following 13 standardized statistics. For each of the 13 we have stipulated a standardized computation method which will make it possible to analyze and compare unit cost data received from the systems.

You will note in relation to these computation methods that the general approach was to factor out capital expenditures from these costs. Of course, it would be better to arrive at a standardized depreciation schedule for films, books, projectors, etc., and to figure depreciation into the unit cost calculations. This method was rejected as being too difficult and time-consuming for the time being. The unit costs for these activities (film showings, books-by-mail circulation, etc.) will really be unit operating costs, rather than unit costs per se.

Unit cost data requirements in System Project Evaluation Reports will be as follows:

1. Cost per book purchased

   Computed: Cost of "books received (#1 on SRF) for period in question : number of "books received" (#1 on SRF) for period in question. Do not factor in labor or other costs.

2. Cost per 16mm film purchased

   Computed: Cost of "films received" (#2 on SRF) for period in question: number of "films received" (#2 on SRF) for period in question. Do not factor in labor or other costs.

3. Cost per periodical subscription

   Computed: Cost of "periodical subscriptions" (#3 on SRF) for period in question : by number of same. Do not factor in labor or other costs.

4. Cost per videocassette received

   Computed: Cost of "videocassettes received" (#4 on SRF) for period in question : number of same. Do not factor in labor or other costs.

5. Cost per book leased

   Computed: Cost of lease plan contract (prorated as necessary) for period in question : number of new lease books received for period in question. Do not factor "basic collection" books into unit cost calculations to avoid costing these books more than once.

6. Cost per books-by-mail book circulated

   Computed: Total operating expense of books-by-mail project for period in question : number of circulations for period in question. Do not factor in the cost of books-by-mail books.

7. Cost per film showing

   Computed: Total operating expense of film project for the period in question : number of showings for the period in question. Do not factor in the cost of films and equipment. Do factor in the cost of replacement footage and equipment maintenance. Do not attempt to cost showings by MRC and by other libraries separately.

8. Cost per film attendee

   Computed: Total operating expense of film project for the period in question : the total attendance for the period in question. Do not factor in the cost of films and equipment. Do factor in the cost of replacement footage and equipment maintenance. Do not attempt to cost attendance by MRC patrons and by those of other libraries separately.

9. Cost per videocassette viewer

   Computed: Total operating expense of videocassette project for the period in question : the total number of videocassette viewers for the period in question. Do not factor in the cost of videocassettes or equipment.

10. Cost per reference referral answered

    Computed: Total operating expense of reference referral project for the period in question : the total number of reference referrals answered for the period in question. Do not factor in the cost of equipment.

11. Cost per workshop attendee

    Computed: Total operating expense of the continuing education project for the period in question : the total number of workshop attendees for the period in question.

12. Cost per student hour

    Computed: Total operating expense of the continuing education project for the period in question : the total number of student hours for the period in question.

13. Cost per consultant hour logged during in-person, telephone, or mail consultations.

    Computed: Total operating expense of the consulting project for the period in question : the total number of consultant hours logged for the period in question.

For answers to questions relating to unit costing, projecting project results, or any other issues or concerns relating to the System Project Evaluation Report, system evaluators are encouraged to contact Lisa deGruyter (512/463-5534).

SYSTEM PROJECT EVALUATION REPORT: SFY 1989

System ______________________ Semiannual Report ☐ Annual Report ☐

Project Name ______________________ Date Submitted: ________________

I. Overall objective of this project:

II. Summary of project results:

III. Specific project objectives and results:

A.

Result to Date	Projected Variance	Unit Cost

Activity Summary:

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Project ____________________

Page ________ of _________

III. Objectives and Results (continued)

Result to Date	Projected Variance	Unit Cost

Activity Summary:

Project ____________________

Page ________ of ________

IV. Significant developments:

EXAMPLE

SYSTEM PROJECT EVALUATION REPORT: SFY 1989

System Texas Tumbleweed Library System   Semiannual Report ☒   Annual Report ☒

Project Name Film Services   Date Submitted: March 15, 1989

I. Overall objective of this project:

The objective of the TTLS Film Services Program is to supply, on a shared basis, film hardware and software to meet the basic A-V programming needs of member libraries. The program supplies member libraries with films and projection equipment which they might not otherwise be able to purchase with limited local funds. The system also provides assistance in adapting film programming ideas to individual libraries and encourages the use and maintenance of films through occasional training sessions.

II. Summary of project results:

Utilization of film services by the MRC was higher than anticipated in the first half of SFY 1989, while use by members was somewhat lower. The latter is attributed to difficulties in purchasing new film hardware. A newly implemented Christmas film circuit resulted in increased utilization of Christmas films in the first half of SFY 1989.

III. Specific project objectives and results:

A. Purchase 72 films in SFY 1989

Result to Date	Projected Variance	Unit Cost
48	+13%	$342

Activity Summary: TTLS was able to take advantage of special discounts by film companies to purchase more films in the first half of SFY 1989 than anticipated.

B. Record 3,152 film showings by MRC

Result to Date	Projected Variance	Unit Cost
1,634	+4%	$ 3.84*

Activity Summary: A special lunchtime film series in the fall helped boost MRC totals for film showings.

III. Objectives and Results (continued)

C. Record 19,336 film showings by system

Result to Date	Projected Variance	Unit Cost
8,961	-7%	$ 3.84*

Activity Summary: The inability to purchase new and replacement projectors for member libraries may have accounted, in part, for lower than anticipated performance.

D. Record film attendance of 100,477 by MRC

Result to Date	Projected Variance	Unit Cost
52,847	+5%	$ .27**

Activity Summary: See IIIB

E. Record film attendance of 428,747 by system members

Result to Date	Projected Variance	Unit Cost
201,311	-6%	$ .27**

Activity Summary: See IIIC above

F. Distribute 150 copies of updated film catalog

Result to Date	Projected Variance	Unit Cost
-0-	-0-	$12.53***

Activity Summary: Catalog is being printed.

* Film showing statistics for MRC and members were combined to arrive at unit cost figure.

** Film attendance statistics for MRC and members were combined to arrive at unit cost figure.

*** Includes labor and printing costs.

IV. Significant developments:

Plans to purchase two projectors for new member libraries and ten replacement projectors for existing system members were delayed due to bid problems with the City Purchasing Department. As of the end of the first half of SFY 1989 the system was still awaiting delivery of this equipment.

SFY 1989 saw the initiation of a Christmas film circuit which made more films available to more libraries than was formerly the case when these films were only available on a spot-booking basis. Christmas film circuit films accounted for 1,842 showings and 8,408 attendance during the holiday season. These results were up 24% and 27% respectively from last year's totals.

The policy of continuing to increase the size of the rotating film packets was in evidence in the first half of SFY 1989. Two films were added to each packet in September, bringing the total to 20. Plans are to add two more in March, for a total of 22 films per packet.

The Audiovisual Committee of TTLS met twice during the first half of SFY 1989. At the first meeting, new films were previewed and revisions to system film policies discussed. At the second meeting the Committee made budget recommendations to the Planning Committee for film services in SFY 1989.

INSTRUCTIONS

Disadvantaged Services Report

The Disadvantaged Services Report form is designed to satisfy the reporting requirements of the Department of Education in identifying those areas of the system program of service which impact disadvantaged groups in the state. The report is to be submitted annually, by September 25th, according to your contract. Systems are encouraged to provide copies to system advisory council and planning committee members and to other librarians and citizens who might request them.

Specific instructions for the two sections of the Disadvantaged Services Report are as follows:

1. Summary of System Activities Impacting the Disadvantaged:

   Briefly summarize, using only the space provided, the activities of your system in the preceding year which impacted the disadvantaged. You should note any special circumstances which arose in the course of these activities. You should also note whether your activities increased or decreased over the previous year. Following the narrative summary, you should indicate the total amount of system funds expended in activities impacting the disadvantaged. This total should match the total of the "Expenditures" column in Section 2.

2. Specific Activities by Target Group and Project:

   System activities impacting the disadvantaged are to be categorized by target group and system project, and listed in Section 2 along with the amounts expended and the results for each.

   Descriptors used under the "Target Group" heading should match the main (underlined) headings in the following list. Because these descriptors correspond to specific and distinct priorities of the Library Services and Construction Act, other descriptors should not be used. Subheadings under some of the descriptors are provided to clarify the meaning of the descriptor. Do not, however, use the subheading as a descriptor in Section 2, but only the main heading.

   The target group descriptors are as follows:

   1. Persons Without Public Library Services
      a. Persons in unserved counties.
      b. Other rurally-isolated persons.

   2. Culturally Disadvantaged
      a. Young adults.
      b. Mentally ill (not institutionalized).
      c. Deinstitutionalized.
      d. Single parent families.
      e. Drug abusers.
      f. Alcohol abusers.
      g. Delinquents (not institutionalized).
      h. Abused or neglected young adults, preschoolers, or children.

3. Socioeconomically Disadvantaged
    a. Migrant Workers.
    b. Unemployed.
    c. Women.
    d. Low income persons.

4. Educationally Disadvantaged
    a. Children of socioeconomically disadvantaged adults.
    b. Preschoolers of socioeconomically disadvantaged adults.
    c. Those in need of adult education or coping skills.
    d. Developmentally disabled (learning disabled, retarded, etc.).

5. Physically Handicapped

6. Institutionalized

7. Limited English-Speaking

8. Elderly

9. Persons in Need of Information and Referral Services

10. Functionally Illiterate Persons

In using these descriptors in Section 2 you may abbreviate if you wish.

The column headed "System Project" should reference the cost center in your contract under which the service to a targeted group was provided (e.g., "Collection Development," "Film Services").

The column headed "Expenditures" should break down expenditures for each activity into expenditures of state funds and expenditures of federal funds. Please total these two sub-columns separately at the bottom of the column. Please do not include expenditures of local library funds on services to targeted groups in the Disadvantaged Services Report.

The "Project Result" column of Section 2 should provide a brief statement of what resulted from the activity listed (e.g., "1,500 circulations to rurally-isolated," "500 student hours in literacy classes," "3 films on improving job hunting skills purchased").

For answers to questions relating to the Disadvantaged Services Report, you are encouraged to consult with Lisa deGruyter (512/463-5534).

DISADVANTAGED SERVICES REPORT: SFY 1989

System____

Date Submitted ______________________________

1. Summary of System Activities Impacting the Disadvantaged:

Total Expended ___________________

2. Specific Activities by Target Group and Project:

Target Group	System Project	Expenditures LSCA_____ State _________	Project Result______

Disadvantaged Services, page ____ of ____

2. Specific Activities (continued)

Target Group	System Project	Expenditures LSCA_____ State __________	Project Result_______

EXAMPLE

DISADVANTAGED SERVICES REPORT: SFY 1989

System Texas Tumbleweed Library System

Date Submitted September 15, 1989

1. Summary of System Activities Impacting the Disadvantaged:

TTLS serves a region in which 42% of the population is of Spanish origin. Many of these persons could be considered disadvantaged as indicated by high poverty rates. It is estimated that 6.4% of the population of TTLS is limited English-Speaking. Six counties in TTLS had unemployment rates in excess of 9% in July, 1988, with two counties having rates as high as 17% and 21%. Accordingly, TTLS makes an effort to target many of its projects to serve the disadvantaged. In SFY 1989 consultations with member libraries serving predominantly low income and limited English-Speaking populations resulted in four visits at a cost of $416. A workshop entitled "Selecting Spanish-language Materials" was presented on March 23, 1989 at which 13 system libraries were represented. Seven Spanish language films were added to system collections at a cost of $2,488. In addition, Spanish-language books totaling $34,611 in cost were purchased with system funds. In other services to the disadvantaged, TTLS provided books-by-mail service to the rurally-isolated residents of Mesquite County, circulating 1,183 books at a cost of $3,647. The MRC purchased $40,000 worth of library materials to support literacy training in several of their branch libraries.

Total Expended $81,302

2. Specific Activities by Target Group and Project:

Target Group	System Project	Expenditures LSCA	State	Project Result
a. Socioeconomically Disadvantaged	Administration Consulting & CE	0	$416	4 libraries consulted
b. Limited English-Speaking	Administration Consulting & CE	0	140	13 libraries participated 84 credit hours awarded

2. Specific Activities (continued)

	Target Group	System Project	Expenditures LSCA	State	Project Result
c.	Limited English-Speaking	Film Services	0	2,488	7 films purchased
d.	Limited English-Speaking	Collection Development	0	34,611	3,842 volumes purchased
e.	Persons without Service	Unserved County	0	3,647	1,183 books circulated
f.	Functionally Illiterate	Collection Development	0	40,000	274 titles purchased
		TOTAL		$81,302	

Attachment 3

INSTRUCTIONS

Title III Project Evaluation Reports

The Title III Project Evaluation Report form was designed to satisfy the following objectives:

a. To create a form which would satisfy the reporting requirements of the Department of Education.

b. To encourage Title III subgrantees to evaluate project results in the context of project objectives.

c. To encourage Title III subgrantees to utilize quantitative measures of their performance, and to employ quantitative evaluation techniques (e.g., variance from quantitative objectives, unit cost of quantitative objectives).

The semi-annual report, covering the first six months of the state fiscal year (September 1 - February 28), is to be submitted by March 27. The final report, covering all 12 months of the state fiscal year (September 1 - August 31), is to be submitted by September 25. This requirement is stated in the contract, and failure to file evaluation reports can result in grant suspension. Subgrantees are encouraged to duplicate and distribute copies of their evaluation reports to all project participants and other interested parties.

Evaluation Reports are to be prepared by the Project Manager, as designated in the grant application. This is true even in cases where the Title III project is contracted, wholly or in part, to a third party (e.g., AMIGOS) or subcontracted, wholly or in part, to a third party.

Specific instructions for the five sections of the Title III Project Evaluation Report are as follows:

1. Overall objective of this project:

   State the overall project objective clearly and succinctly. You may extract this from your grant application if you wish.

2. Summary of project results:

   Briefly summarize project accomplishments, either to date, in the case of the semiannual report, or for the year, in the case of the annual report. Indicate any special circumstances which impacted the achievement of project objectives, either negatively or positively.

3. Specific project objectives:

   List specific objectives for your project. Quantitative objectives are preferred, but non-quantitative objectives may also be utilized. Objectives should be taken from your grant application, and no substantive objectives included in your application should be omitted.

4. Specific project results:

For each objective identified in Section 3, indicate the following:

a. Result to Date: This will be a number, in the case of a quantitative objective, or a brief statement, in the case of a non-quantitative objective.

b. Variance or Projected Variance: In the case of a quantitative objective, state the variance (annual report) or projected variance (semiannual report) between the project objective and the project result. The formula to be used in determining variance is as follows:

$$\frac{\text{Result, or Projected Result}}{\text{Objective}} - 1 = \text{Variance, or Objective Projected Variance (expressed as a positive or negative percentage)}$$

You may use whatever method seems reasonable in forecasting project results for the semiannual report. If your objective is non-quantitative you may indicate that this subsection is not applicable ("NA").

c. Unit Cost: Some objectives involving performance of a task (e.g., retrospective bibliographic conversion) or provision of a service (e.g., reference referral) lend themselves to unit costing. Unit costing involves determining how much it cost to provide one unit of service or to complete one task unit. The formula to be used in determining the unit cost of a given objective is as follows:

$$\frac{\text{Applicable costs to date}}{\text{Results to date}} = \text{Unit cost to date}$$

Applicable costs should include all those costs which were required to produce the result. Equipment costs and other capital expenditure items should not be included in the applicable costs. If your objective does not easily lend itself to unit costing, you may indicate that this subsection is not applicable ("NA").

d. Activity Summary: Provide a brief summary of important activities relating to the given objective, including special circumstances which impacted the achievement of project objectives, or the unit cost. For the annual report, if project objectives are significantly undershot or overshot, the Activity Summary must provide an explanation of why this was the case.

5. Significant developments:

In this section you should indicate any significant accomplishments or occurences during the evaluation period which are not covered in the preceding four sections. Important adjustments in implementation methods over those described in the grant application should be noted. Any other information important to the understanding of project results to date should be provided in this section.

For assistance in completing the Title III Project Evaluation Report you are urged to call Dick Getz, Title III Project Manager, (512/463-5532).

TITLE III PROJECT EVALUATION REPORT: SFY 1989

Project Name:___________________________ Semiannual Report ☐ AnnualReport ☐

Submitted By:__________________________ Date Submitted: ______________________

I. Overall objective of this project:

II. Summary of project results:

Project ______________________________

Page __________ of ___________

III. Specific Project Objectives and Results

Result to Date	Projected Variance	Unit Cost

Activity Summary:

Project ______________________

Page ________ of ________

III. Specific Project Objectives and Results

Result to Date	Projected Variance	Unit Cost

Activity Summary:

Project ____________________

Page ________ of ________

IV. Significant developments:

EXAMPLE

TITLE III PROJECT EVALUATION REPORT: SFY 1989

Project Name: Central Texas Reference Referral Network Semiannual Report ☒ Annual Report ☐

Submitted By: Lotta Queries, Project Manager Date Submitted: March 15, 1989

I. Overall objective of this project:

The objective of the Central Texas Reference Referral Network is to provide a mechanism for 23 public, academic and special libraries in Travis, Hays, and Williamson Counties to refer reference questions which cannot be answered using local resources. A union list of reference materials will be prepared, to be accessed utilizing microcomputers in participating libraries. Reference questions will be referred by linking the microcomputers in an electronic mail network. After consulting the union list, the question will be referred to a library which appears to have the needed resource. Questions not answered in this way will be referred to Behemoth State Univeristy as the ultimate node in the referral network.

II. Summary of project results:

The union list of reference resources was completed by December 1 in accordance with the project timetable. Delays in purchase of microcomputer telecommunications hardware and software due to bidding difficulties forced rescheduling of the network startup date to January 16. In the period January 16 - February 28, 603 questions were referred over the network. 43% of these were answered by network participants, another 39% by Behemoth State University; the remaining 18% were unanswered. The unit cost per question answered was $8.48. A network protocol was formulated by the Protocol Committee and was adopted by all participants. In addition, a day-long orientation session was conducted which drew 64 participants.

III. Specific Project Objectives and Results

A. Produce union list of reference resources by December 1, 1988.

Result to Date	Projected Variance	Unit Cost
List completed November 28, 1988	NA	NA

Activity Summary: Union listing team began work on August 1, 1988 and successfully merged 32,842 title holdings utilizing a modified Dbase III database management system. 67% of the titles were held by two or more libraries. The resulting database totaled 9,411 records accessible by subject.

B. Begin referral of reference questions by January 2, 1989.

Result to Date	Projected Variance	Unit Cost
Referral began as of January 16, 1989	NA	NA

Activity Summary: Procurement delays meant that modems and communications software were not delivered until December 12. This put the network start-up date off by two weeks.

C. Hold 24 meetings of the Project Management Team.

Result to Date	Projected Variance	Unit Cost
12	0	NA

Activity Summary: The Project Management Team has been able to adhere to its schedule of meeting every other Tuesday.

D. Hold 7 meetings of the Network Protocol Committee.

Result to Date	Projected Variance	Unit Cost
6	0	NA

Activity Summary: The Network Protocol Committee produced its proposed network protocol in November. The protocol has since been adopted by the governing authorities of all participating libraries. The committee plans one more meeting in July to evaluate the success of their protocol and to suggest amendments.

III. Specific Project Objectives and Results

E. Sponsor network orientation session to attract 55 participants.

Result to Date	Projected Variance	Unit Cost
64	+16%	NA

Activity Summary: Noted reference authority Dr. C. I. Foundit drew a larger than expected turnout as he discussed the optimal use of shared reference resources.

F. Refer a total of 3,500 requests over the network by August 31, 1989.

Result to Date	Projected Variance	Unit Cost
603	+4%	$8.48

Activity Summary: Even with the late start, it is expected that increased use of the network throughout the remainder of the year will result in 3,638 requests by year's end, a slight increase over our goal of 3,500 requests. We anticipate the unit cost figure will drop somewhat as volume increases.

G. Answer 50% of all reference questions in participating network libraries.

Result to Date	Projected Variance	Unit Cost
43%	NA	NA

Activity Summary: This objective (50%) has been undershot so far due to inexperience in utilizing the union list, and thus in referring questions to the appropriate libraries. Also, turnaround time stipulations have caused more requests to be referred to Behemoth State.

H. Answer 30% of all reference questions through referral to the reference staff at Behemoth State University.

Result to Date	Projected Variance	Unit Cost
39%	NA	NA

Activity Summary: (see above) This percentage is expected to drop as more questions are answered among the network participants within the turnaround time parameters of the network protocol.

IV. Significant developments:

The union list of reference materials utilizing Dbase III database management software was successfully adapted from software developed by Dr. U. "Harv" Access at our own Behemoth State Graduate School of Library and Information Science. Dr. Access worked with the Project Management Team and provided training to participants. This software is highly recommended for similar applications.

Librarians at some of the participating libraries have expressed concern at the difficulty they are having in matching potential referrals to reference resources as found in the database. They are often not able to determine if a given resource is a promising source of the needed information or not. The Project Management Team will study this problem in the second half of the project year. Potential solutions might be more descriptive information in the database or more continuing education concerning reference resources.

Another area for study by the Project Management Team in the next six months will be the possibility of making available database searches to participants who do not have this capability. It is hoped that microcomputer hardware and communications software already in place could be utilized for centralized database searching with remote user participation. Experienced searchers at a central site would conduct searches with remote user participation and then download the search results to the remote user's microcomputer.

An important effort in the first half of the project year was to publicize the reference referral service in participating libraries. A brochure was produced (copies attached) to notify potential users of the availability of expanded reference resources. A mailing was also done to major businesses in the three county area informing them of the availability of this expanded service and providing them with a map showing potential service locations. Press releases were run in campus newspapers and corporate newsletters in the area. Project Manager, Lotta Queries, will prepare a paper describing the project for publication in a major library publication.

STANDARDIZED REPORTING FORM FOR REGIONAL SYSTEMS - 1989

Name of Reporting System: ____________________

Reporting Month: __________

	YEARLY TARGET AS OF 8/31/89	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
MATERIALS ACQUISITION INFORMATION:			
1. Number of Books Received			
2. Number of 16mm Films Received			
3. Number of Periodical Subscriptions Received			
4. Number of Video Cassettes Received			
5. Number of 16mm Films Leased			
6. Number of Books Leased Commercially			
7. Estimated Pieces of Microform Received			
8. Other Materials Received (see definition)			
MEDIA SERVICES/SPECIAL PROGRAMS			
9. Number of Film Showings a) by MRC			
b) by other libraries			
10. Number of Persons Attending Film Showings a) by MRC			
b) by other libraries			
11. Number of Persons Viewing Videocassettes			
12. Number of Persons Viewing Filmstrips			
13. Number of Persons Attending Special Programs Sponsored by the System (excluding viewers of 16mm films, filmstrips, and videocassettes)			

	YEARLY TARGET AS OF 8/31/89	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
CIRCULATION SERVICES			
14. Number of Books-by-Mail Materials Circulated			
15. Number of Books Circulated to Residents From Extension Loan, Rotating, and Circuit Collections			
16. Number of Cassettes and Art Prints Circulated to Residents			
17. Number of Materials Circulated to Residents Through Reciprocal Borrowing			
INTERLIBRARY LOAN SERVICES			
18. Number of Reference Referrals Answered			
19. Number of Lateral Interlibrary Loans Filled			
TECHNICAL ASSISTANCE TO LIBRARIANS, TRUSTEES, PUBLIC OFFICIALS AND CITIZENS			
20. Number of Workshops Held:			
a) sponsored solely by system			
b) jointly sponsored with other system(s)			
c) jointly sponsored with TSL			
21. Number of Persons Attending Workshops			
22. Number of Student Hours (number of persons attending x number of workshop hours)			
23. Number of Consultant Hours Logged During In-Person, Telephone, or Mail Consultations			
24. Number of Pieces of Publicity Distributed			

	YEARLY TARGET AS OF 8/31/89	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
LITERACY OR ESL PROGRAM:			
25. Number of Student Hours In Literacy or ESL Sessions			
26. Number of Persons Attending Literacy or ESL Sessions			
AUTOMATED SERVICES:			
27. Number of Bibliographic Records in the Data Base, as of September 1 ________			
28. Number of Bibliographic Records Added to the Data Base			
29. Number of Bibliographic Records Deleted from the Data Base			
30. Number of Patron Records in the Data Base, as of September 1 ________			
31. Number of Patron Records Added to the Data Base			
32. Number of Patron Records Deleted From the Data Base			
33. Number of Materials Circulated			
34. Number of Lateral Interlibrary Loan Transactions Using the Automated Circulation System			
35. Number of Reciprocal Borrowing Transactions Using the Automated Circulation System			

Send Completed Form For Each Month To:

Texas State Library
Systems Development Department
Box 12927/Capitol Station
Austin, Texas 78711

STATISTICAL REPORTING FORM FOR SYSTEMS

INSTRUCTION SHEET

This form is an attempt to collect uniform statistics from all ten regional public library systems. The information supplied on this standardized form will be used to report to the Legislative Budget Board progress made toward meeting system objectives. Please complete this form for each month of the fiscal year and submit the three forms for the preceding three months at the close of each quarter. For example, forms for September, October, and November will be due on December 30 to the State Library.

GENERAL INSTRUCTIONS FOR COMPLETING THIS STATISTICAL REPORTING FORM

- Do not attempt to correct or amend the previous month's reporting form. If corrections are necessary, make the appropriate adjustments in the following month's report. If you desire, you can note at the bottom of the page information regarding the corrections.

- Report the statistics appropriate to the specific month being reported: For example, if you receive 1,000 books in January and 3,000 books in February, you would report 1,000 books received in January and 3,000 books received in February. There is a separate column for cumulating the data.

- Please be careful to avoid double-counting of statistics, while at the same time avoiding gaps in counting.

- Once you establish statistical targets for the year, you may not revise them. Variations from the target (either above or below the goal) may be explained in the narrative evaluation.

SPECIFIC INSTRUCTIONS FOR COMPLETING THE STATISTICAL REPORTING FORM

Lines 1-8: Number of Materials Received

Please report only materials which have actually been received at a library. Do not report materials which have been ordered since many orders are cancelled. Because we need to ensure that all materials purchased or leased with system funds are counted, report in the first months of any fiscal year those materials which were ordered and invoiced under the previous year's grant. For example, if $1,000 worth of materials ordered with the FY 1989 system grant were received in November, 1989 (during fiscal year 1990), those materials would be reported in the November, 1989 report. In this manner, we will ensure a continuous count of all materials obtained with grant funds. Be sure to include all materials purchased for the MRC and member libraries as well as materials purchased for specific projects (e.g., Books-by-Mail, Consulting activities).

Line 1: Number of Books Received

LIBGIS states that a monographic volume is a "physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding, or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use." Under this definition, the Books In Print and the Subject Guide To Books In Print would be counted as seven volumes or seven pieces of library material.

Line 3: Number of Volumes of Periodicals Purchased

Count the number of volumes of periodical purchased with system funds (e.g., a one-year subscription = 1, a three-year subscription = 3). Report the number at the time the subscription is purchased (i.e., do not attempt to report periodicals received by member libraries).

Line 4: Number of Video Cassettes Received

Please report the number of videocassettes purchased with system funds by the MRC or member libraries.

Line 6: Number of Books Leased Commercially

Please report the number of new materials which will actually be received by each library from the commercial vendor. You can report this statistic once at the beginning of the year based on the total of each library's contract with the vendor. Do not count the "base collection" which the library has on hand at the start of the fiscal year.

Line 7: Number of Volumes of Microform Received

For periodicals and newspapers on microform, count the number of volumes (years) received. For monographs on microform, count the number of volumes received. For any other publications on microform, count the number of volumes or years, if possible. In the case of census records on microfilm, it will be necessary to count the number of rolls received. In the case of business services or other such information on microfiche, substitute the number of titles received. Note: This measure does not include the microforms produced by the system or the MRC, such as a COM catalog of MRC holdings.

Line 8: Other Materials Received

Count any library materials (e.g., audio cassettes, art prints, filmstrips, microcomputer software for public use, etc.) which are not specified above. Exclude equipment, catalog card sets, and supply items.

Lines 9-10: Number of Film Showings and Number of Persons Attending

Please include the number of film showings and the number of persons attending film programs in their appropriate columns. 16mm film showings and attendance count should be reported for all system owned films and for all films obtained with system funds. The count of film showings should include both in-house programs and out-of-library circulations. Report these statistics separately for the Major Resource Center city and other libraries.

Line 11: Number of Persons Viewing Videocassettes

Please report the number of citizens viewing videocassettes both in the library and at home. It is very desirable that libraries checking out video tapes for home viewing request that patrons report viewer count in a manner similar to 16mm films. If viewer count is simply not available, then report one circulation as one viewer; however, do not report a charge-out transaction when viewer count is available.

Line 12: Number of Persons Viewing Filmstrips

Please report the number of persons viewing filmstrips, both in the library and outside of the library.

Line 13: Special Programming for Citizens

If the system sponsors or prepares cultural exhibits, puppet shows, adult programs, or displays for the public, the system should report the number of persons who attended these special events. Do not count the persons in this category if they have already been reported under #10 (Number of Persons Attending Film Showings) #11 or #12 (Persons Viewing Videocassettes, Filmstrips).

Line 14: Number of Books-by-Mail Materials Circulated

This measure would include the number of materials circulated to books-by-mail patrons.

Line 15: Number of Books Circulated to Residents from Extension Loan, Rotating, and Circuit Collections

Please report the number of times materials were circulated to citizens from rotating and extension loan collections. Such circulation statistics would include the large-print collections, Spanish language materials, and extension loan collections.

Line 16: Number of Cassettes and Art Prints Circulated to Residents

Please report the number of times cassettes and art prints circulated to citizens. Included in this measure would be out-of-library circulations by the local library.

Line 17: Number of Materials Circulated to Residents Through Reciprocal Borrowing

If your system has a reciprocal borrowing component in your plan of service, please report the number of materials loaned to residents under this component (See the note for Line #19 below). Do not report reciprocal borrowing transactions which resulted from the use of an automated circulation system purchased with system funds; report those transactions on line #35.

Line 18: Number of Reference Referrals Answered

This measure should be used to report on the number of citizen-initiated reference questions referred to the system office from the local library which are answered via the reference back-up component of the system plan of service. Do not include any questions which involve the MRC's interlibrary loan office; please report only those questions which are not answered by the ILL staff. For this measure, report only the number of requests which were filled. If one request required five items being sent to the local patron, report only one request filled. Do not report the five items on any line in this report.

Line 19: Number of Lateral Interlibrary Loans Filled

This measure should be used to report on the number of interlibrary loans which occur among the member libraries as part of a specific system program. Do not report any interlibrary loans which involve the TSLCN interlibrary loan offices.

> Note: If the material which is loaned is mailed or delivered to another library, report this under lateral interlibrary loans; if the patron of one library goes to another library and borrows an item, report this under reciprocal borrowings (Line #17 or Line #35).

Do not report lateral interlibrary loans which are charged through an automated circulation system which was purchased with system funds. (Line #34).

Line 20: Number of Workshops Held

If a single workshop for librarians, trustees, Friends members, or public officials is held in multiple locations, then report each location as a separate workshop. A workshop on puppetry held in three locations is counted as three workshops. If a workshop is cosponsored with another system or TSL, report this on the appropriate space on the form. "Cosponsorship" implies joint planning and financing; it would not apply to cases where one system simply allows persons from another system to attend that system's workshop. Note: The system advisory council orientation sessions and conferences are to be considered as workshops. When a system reports a joint workshop, that system may report a prorated share of persons and student hours in items 21 and 22.

Line 21: Number of Persons Attending Workshops

Count all the persons attending the workshops in all the locations in which the workshop was held. Do not include in this category the number of staff persons from the system office who attend workshops, but do include MRC library staff. If the workshop is cosponsored with another system or the State Library, then the decision should be reached in advance of the workshop as to which organization receives credit for which portion of the persons attending. It is logical that each system participating in a jointly planned and funded workshop (such as Basic Skills) will get credit for the participants from the member libraries in its system. If persons from one system attend another system's workshop which is not cosponsored, the sponsoring system should report these persons, even though they were from another system. Formal training of volunteer literacy tutors in a workshop setting can be treated as a system workshop, and reported as such on the standardized reporting form, especially when the system has had a role in arranging for the workshop (e.g., arranging for meeting space, helping to publicize the workshop, etc.), and when system librarians might also be in attendance. In case where systems do not have a direct role in arranging for the tutor training (e.g., the local library or some other group does this), the session should not be counted as a system workshop for the purposes of the Standardized Reporting Form. In either case, the cost of a tutor training session should be charged to the Literacy Project cost center, not the Continuing Education Project cost center.

Line 22: Number of Student Hours

Multiply the number of contact hours (i.e., the hours in which substantive instruction is being given) by the number of persons attending the workshop. In the case of system advisory council orientation and conferences, exclude hours spent observing Commission meetings, listening to political figures, etc. Exclude system staff attending the workshop. Do not count lunch and breaks. Avoid double-counting of jointly sponsored workshops by making a prior agreement on which organization reports or how the student hours are to be prorated.

Line 23: Number of Consultant Hours Logged During In-Person, Telephone, or Mail Consultations

This measure includes the number of hours which a system staff person would spend in providing consulting services, whether in-person, by phone, or by mail. In-person consulting would include on-site visits as well as contacts made at the system office. Hours spent in preparation, research, report writing, travel, etc., should all be counted as "consultant hours." Please include consultant hours logged by all system personnel and other personnel who are doing specialized consulting. Include presentations, group sessions, and speeches, such as presentations made to a civic organization or Friends group, a commissioners' court, or to a county library association. "Telephone or mail consultations" are limited to specific requests for assistance which can be provided over the telephone or by mail. Do not include routine mailings and telephone conversations with system members to schedule appointments, discuss collection development orders, discuss film booking problems, share information, etc. Systems may continue to count the number of persons receiving consulting on their Local Objectives Report, if they wish.

Line 24: Number of Pieces of Publicity Distributed

Include the total number of pieces of promotional, public relations, and other printed materials which the system distributed. Posters, bookbags, bookmarks, brochures, flyers, news releases, bumper stickers, buttons, signs, and stationary produced or purchased by the system should be included. Do not include books-by-mail catalogs or updates.

Line 25: Number of Student Hours in Literacy or ESL Sessions.

Enter on this line the number of hours at the local library in which students and instructors are meeting in tutoring or class sessions multiplied by the number of students in attendance at that session.

Line 26: Number of Persons Attending Literacy or ESL Sessions.

Enter on this line the number of persons participating in tutoring or class sessions. This measure is not limited to the number of unique individuals; rather it is a headcount of all persons attending each session. Identify only those persons in literacy sessions at the specific locations (e.g., branch libraries) targeted by the major resource system's literacy program.

Line 27: Number of Bibliographic Records in the Data Base.

Identify the number of machine-readable bibliographic records representing holdings of system member libraries which are contained in your system's data base, at the end of each month in line 27 (b). Patron records are reported in Line #30.

Line 28: Number of Bibliographic Records Added to the Data Base.

Identify the number of machine-readable bibliographic records, representing holdings of participating libraries, your system added to the data base during the fiscal year. In this line you would enter records for all types of library materials.

Line 29: Number of Bibliographic Records Deleted from the Data Base.

Enter the number of machine-readable bibliographic records representing holdings of participating libraries which were deleted from the automated system during the year.

Line 30: Number of Patron Records in the Data Base.

Identify in line 30 (a) the number of machine-readable records of system member library patrons which are contained in your system's automated circulation system, as of the first day of the new state fiscal year (i.e., September 1). Report the actual holdings at the end of each month in line 30 (b).

Line 31: Number of Patron Records Added to the Data Base.

Identify the number of machine-readable records of library patrons which your system added to the data base during the fiscal year. In this line you would enter the number of records for all library patrons of libraries participating in the project.

Line 32: Number of Patron Records Deleted from the Data Base.

Enter the number of machine-readable records which your system deleted from the automated system during the fiscal year.

Line 33: Number of Materials Circulated.

Report in this line the number of circulation transactions recorded by your automated circulation system during the fiscal year. Include serial and film booking transactions if your circulation system has these modules. The definition of a "circulation" is a transaction which is defined as such by your circulation system and may include in-house usage, loans of variable periods, renewals and reserves which are charged through the system.

Line 34: Number of Lateral Interlibrary Loans.

As a measure of system resource sharing, this measure is very important. Report the number of materials loaned to other libraries which are electronically charged through the automated circulation system. Lateral interlibrary loans are those which bypass Texas State Library Communications Network (TSLCN). It is critical that no double-counting occur. If an interlibrary loan is recorded on TSLCN, it should not be reported here. If a lateral interlibrary loan occurred without the use of a system-purchased automated circulation system, report the transaction only on Line #19. Lateral loans assume that the material loaned was mailed or delivered to the borrowing library; if a patron picks up the material at the lending library, include it in Line #35.

Line 35: Number of Reciprocal Borrowing Transactions.

Report on this line the number of materials loaned to patrons of other libraries as a result of the automated circulation system. Do not double-count reciprocal loans reported on Line #17 of this report. Line #17 refers to reciprocal loans which occur in systems without an automated shared circulation system paid in part with state or federal funds. In order to be reported on this line, the reciprocal borrowing transaction must be electronically charged through the automated circulation system.

LOCAL/SYSTEMS OBJECTIVES REPORT

System:______________________________ Month:____________________

Project Title:__________________________________ State Fiscal Year:________

Please include your locally determined objectives on this form.

Please note that there is no need to duplicate objectives which are included on the Standardized Reporting Form. The objectives listed on this form should be realistic, attainable, and quantified and should (1) clearly identify the proposed services; (2) state the number of service units to be provided; (3) state the time frame; (4) clearly define the target population; and (5) define the performance or workload measures for each stated objective.

At the close of each month, you should report progress made that month toward meeting your quantitative objectives in the section entitled, "Monthly Performance Report."

Please note that there must be objectives for each project for which there are no measures on the Standardized Reporting Forms. Targets may not be revised during the fiscal year; variance above or below the target should be explained in the evaluation reports.

Statement of Objectives	Monthly Performance Report
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Attachment 5

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

William D. Gooch
Director and Librarian

MEMORANDUM

TO: State Institution Library Administrators

FROM: Barbara S. Crosby
Continuing Education Consultant

DATE: September 8, 1988

RE: CENTRALIZED ACQUISITIONS FOR STATE INSTITUTIONS PROGRAM

The Texas State Library has money available to fund the Centralized Acquisitions for State Institutions Program. Under this program TSL allots money to each participating institution to purchase books and audio-visual materials for its resident library. Institutional Librarians select material to purchase; the State Library Technical Services Department performs all acquisition work from selecting vendors to balancing the budget.

To participate in this program, you must complete and file with the State Library two documents:

1. State Funds Expenditure Report, FY 1988
2. Survey of Library Services to Residents, FY 1988

Submitting these forms automatically earns $400 for your institution. If you report state funds expended on library materials for residents during FY 1989, your institution will receive an additional allotment determined by a matching fund grant formula.

I have mailed these forms to the person responsible for your resident library. I hope you will support that person in the difficult job of collecting information to complete the grant application. If you have any problems or questions, please call me at 512/463-5476.

You will receive, in early November, notice of your allotment and instructions and forms for ordering material, if you return the completed application to me by October 17.

Please Note: Return these forms by **OCTOBER 17, 1988** to:

Barbara S. Crosby, Special Services Consultant
Texas State Library
Box 12927/Capitol Station
Austin, Texas 78711

AN EQUAL OPPORTUNITY EMPLOYER

Administration	(512) 463-5460	Information Services	(512) 463-5455
Administrative Services	(512) 463-5474	Library Development	(512) 463-5465
Archives	(512) 463-5480	Local Records	(512) 463-5478
Data Processing	(512) 463-5481	Records Management	(512) 454-2705
Blind and Physically Handicapped	(512) 463-5458		

TEXAS STATE LIBRARY

CENTRALIZED ACQUISITION FOR
STATE INSTITUTIONS PROGRAM
Application

STATE FUNDS EXPENDITURE REPORT
September 1, 1987 - August 31, 1988

Please report only state funds expended for library services to residents. Do not include federal funds; do not include state library grant funds; do not include grant funds of any kind; do not include donations. Report agency funds expended for library services to residents.

If your institution expended no state funds on the resident library, put zeroes in the column below and return this form anyway. The Centralized Acquisitions program grants $400 to every institution that submits an application.

* * * * *

RESIDENT LIBRARY EXPENDITURES FOR FY 1988 FOR

______________________________, ______________________
(Name of Institution) (Agency)

Salaries and Wages.	$
Books and Periodicals	$
Audiovisual Materials	$
Office Equipment.	$
Audiovisual Equipment	$
Other Expenses.	$
Contracts (please specify).	$
TOTAL	$

NAME (signature)

SUPERVISOR

NAME (typed or printed)

SUPERVISOR (typed or printed)

TITLE

TITLE

Please return one signed copy of this report by October 17, 1988 to Barbara S. Crosby, Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711. Thank you for your prompt attention and cooperation.

TEXAS STATE LIBRARY

CENTRALIZED ACQUISITION FOR
STATE INSTITUTIONS PROGRAM
Application

SURVEY
OF
LIBRARY SERVICES TO RESIDENTS OF STATE INSTITUTIONS

September 1, 1987 - August 31, 1988

Note: To be eligible to receive an acquisitions grant for FY 1989 the institution must submit this survey to the Texas State Library by October 17, 1988.

NAME OF INSTITUTION ____________________

AGENCY ____________________

NUMBER OF RESIDENTS (exact figure) ____________________

TYPE OF FACILITY ____________________

CHARACTERISTICS OF RESIDENTS SERVED

Please check the category or categories which best describe your residents.

Mentally Retarded ________
Blind or Visually Impaired ________
Physically Handicapped ________
Deaf ________

Chronically Ill ________
Mentally Ill ________
Delinquent ________
Prisoners ________
Other (Describe) ________

Please give exact figures, or your best estimate of the number of residents who belong to the following age and ethnic groups.

Ages 0 - 4 ________
5 - 13 ________
14 - 24 ________
25 - 64 ________
65 + ________

TOTAL ________

Native American ________
Oriental ________
Black ________
White ________
Spanish-Speaking ________
Other__________ ________

TOTAL ________

I. LIBRARY SERVICES

A. Facilities

1. Does the institution operate or provide a library

for residents? YES ___ NO ____ In what DEPARTMENT? _________

for staff? YES ___ NO ____

Are these separate libraries? YES ___ NO ____

2. If the institution operates a resident library, do the library's existence and purpose have any formal documentation?

Selection policy? ____ Procedure manual? ____

Statement of intent? ____ Other? (Specify) _______________

3. Where is the library located? Bldg.__________Dept. __________

4. How large is it? Number of sq. ft. _____________

Number of seats _____________

B. Library Staff

1. Name of person responsible for library______________________
2. Title____
3. State Classification Job Title*__________________________
4. Number of hours per week assigned to library_________________
5. Annual Salary____
6. Education background____________________________________
   - a) Highest grade or degree______________________________
   - b) Number of library science credits____________________
7. Number of residents working in library______________________
8. Number of volunteers working in library_____________________
9. Number of paid staff working in library_____________________

*For example: Clerk III; Therapist Technician II; Librarian I.

C. Library Budget

Please list money spent or resident library from the following sources.

State Funds

from institution overall budget, or $__________

from department budget, or $__________

from library budget (if any) $__________

TOTAL State funds $__________

D. Library Programs/User Services

1. How frequently may residents visit the library?

____

Total hours per week library is open to residents ______

2. If some residents are not able to visit the library, how is service provided?

____

3. How do residents provide feedback on library services?

____

4. Are materials not owned requested for residents on interlibrary loan?

YES______ NO______

Number of requests per year______________________

5. Are the following library services offered to your residents?

Information and Reference Service YES______ NO______

Library Orientation YES______ NO______

Reader Guidance YES______ NO______

Booklist Preparation YES______ NO______

Book Cart and Bedside Book Delivery YES______ NO______

6) Does the library provide the following programs for residents?

Exhibits and Displays	YES______	NO______
Book Talks to Groups	YES______	NO______
Field Trips	YES______	NO______
Summer Reading Club	YES______	NO______
Story Telling	YES______	NO______
Discussion Groups	YES______	NO______
Film or Filmstrip programs	YES______	NO______
Recorded Music Concerts	YES______	NO______
Art or Drama Activities	YES______	NO______
Current Events Programs	YES______	NO______
Puppet Shows	YES______	NO______
Others (specify)	YES______	NO______

E. Audiovisual Equipment

Please list the number of items held on the library's inventory. Do not list equipment assigned to classrooms, etc.

a) Teaching machines________
b) 16mm film projectors_____
c) Screens__________________
d) Filmstrip projectors_____
e) Filmstrip viewers________
f) Cassette recorders_______
g) 8mm projectors___________
h) Slide projectors_________
i) Overhead projectors______
j) Record players___________
k) Headphones_______________
l) Videocassette players_____
m) Other (specify)__________

F. Materials Inventory

1. Monographs

a) Number of volumes at beginning of year ____________

b) Number of volumes added ____________

c) Number of volumes withdrawn ____________

d) TOTAL (a+b-c)

2. Periodical Subscriptions

a) Number of current periodicals subscription titles purchased ____________

b) Number of current newspaper subscription titles purchased ____________

c) Total number of subscriptions (including duplicates) purchased ____________

d) Number of donated books used ____________

e) Number of donated periodicals used ____________

3. Non-Book Materials (Please count by physical item: reel, strip, slide, tape, etc.)

	Holdings	Number of Circulations	Number of Viewers
a) Filmstrips			
b) Film loops			
c) 16mm Films			
d) Recordings (discs and tapes)			
e) Games and toys			
f) Slides			
g) Microforms			
h) Video tapes			
i) Other (specify)			

4. Circulation

a) Audiovisual Circulation Total ____________

b) Book Circulation Total ____________

c) Periodicals Circulation Total ____________

d) GRAND TOTAL CIRCULATION ____________

II. LIBRARY NEEDS

1. Please describe what are perceived to be the greatest needs of the library program.

2. Do you have a particular need or problem you would like the Texas State Library institutional consultant to provide aid and information about?

3. When is a convenient time for the TSL consultant to visit you?

Signature of person completing this form

Printed or typed name of person completing this form

Position of person completing this form

Telephone number Date

Attachment 6

ANNUAL REPORT
FOR LOCAL FISCAL YEAR 1988

This form is due at the Texas State Library two months after your 1988 fiscal year ends. All data applies to your library's 1988 fiscal year.

The local fiscal year covered by this report began ____________________ and ended ____________________.

Central Library Name ____________________ County ____________

Mailing Address ____
street or p.o. box # city zip code

Street Address ____
(if different) street city zip code

Phone ____
area code number

Head Librarian ____
first name last name

Person completing form (if different) ____
first name last name position

Library Headquarters ____
(if different from above) street city zip code

Phone ____
area code number

Board Chairman ____
first name last name

Mailing Address ____
street or p.o. box # city zip code

Friends President ____
first name last name

Mailing Address ____
street or p.o. box # city zip code

Outlets and Users

Number of persons registered as library users ____________________
Number of households registered as library users ____________________
Number of branch libraries ____________________
Number of bookmobiles in use ____________________
Number of other public service outlets (collections in nursing homes and jails, stations, etc.) ____________________

Categories of Expenditures

Salaries and Wages (exclude plant operation, security, and maintenance staff)	1			
Employee Benefits (exclude plant operation, security, and maintenance staff)	2			
Subtotal Wages and Benefits (add 1 + 2)			3	
Collection				
Print Materials (exclude serial subscriptions and microforms)	4			
Serial Subscriptions (incl. all physical formats)	5			
Microforms (except serial subscriptions)	6			
Machine-Readable Materials (except serial subscriptions)	7			
Audiovisual Materials	8			
Other Materials	9			
Subtotal Collection (add 4 -- 9)			10	
Miscellaneous				
Preservation (optional)	11			
Plant Operation, Security & Maintenance (optional)	12			
Furniture and Equipment	13			
Other Operating Expenses	14			
Subtotal Miscellaneous (add 11 -- 14)			15	
Total Direct Operating Expenditures (add 3 + 10 + 15)			16	
Indirect Costs (Optional; attach documentation if claimed)			17	
Total Operating Expenditures (add 16 + 17)			18	
Capital Outlay			19	

Selected Special Expenditures (included in items above)

Postage	20	
Telephone & Other Forms of Telecommunications	21	
Contracted Computer Services	22	
Online Database Searching	23	
Computer Hardware	24	

Local Financial Effort

Of the amount shown in Library Collection Expenditures (Item 10), how much was expended from local funds only?	25	
Of the amount shown in Total Operating Expenditures (Item 18), how much was expended from		
• Local funds only	26	
• Local tax sources only	27	

Note: See Instructions (page 6) for definitions of "local funds" and "local tax sources."

Library Income By Source

City or Cities	28	
County or Counties	29	
School Districts	30	
Foundation & Corporate Grants	31	
Federal Library Services & Construction Act Funds	32	
Other Federal Funds	33	
State Funds	34	
Other Local Sources (interest, fines, donations from individuals)	35	
TOTAL INCOME	36	

If the library received funds from a city or county other than the one in which the library is located, list the appropriate cities or counties separately and indicate the total of the funds received from each city or county.

Cities or Counties Funding the Library	Amount Received
	$
	$
	$

LIBRARY COLLECTION

		Titles	Vols., Items or Physical Units
Books and Serials (exclude microforms)	37		
Uncataloged Paperbacks	38		
Government Documents (if in separate collection and exclude microforms)	39		
Microforms (include government documents)	40		
Audio Materials	41		
Films	42		
Video Materials	43		
Machine-Readable Materials	44		
Other Library Materials	45		
TOTALS	46		

Serial Subscriptions (periodicals and newspapers in any format)

Number of subscriptions: 47 ______________

Number of titles: 48 ______________

LOCAL LIBRARY SERVICE

Number of library circulation transactions 49 ______________

Number of reference transactions received by your library 50 ______________

Number of reference transactions completed the same day by your library 51 ______________

Number of programs/presentations involving the library 52 ______________

Number of persons attending programs/presentations provided by the library 53 ______________

Number of materials used in the library 54 ______________

Number of library visits 55 ______________

Number of online database searches 56 ______________

SELECTED TECHNOLOGY

Are microcomputers available to the public? ☐ Yes ☐ No

If yes, check one: ☐ Free ☐ Fee ☐ Some Free/Some Fee

Are online database searches provided:

Check one: ☐ Free ☐ Fee ☐ Some Free/Some Fee ☐ None

Does the library produce or participate in the production of television programs? Check one: ☐ Yes ☐ No

RESOURCE SHARING

Number of Requests

Interlibrary loan requests (exclude informational requests) filled by other libraries **for your library users**
- Through a State sponsored Interlibrary Loan Office 57 ______________
- Requests filled by any other method 58 ______________

Interlibrary loan requests **provided to other** libraries 59 ______________

Number of informational requests **answered for other** libraries (exclude interlibrary loans) 60 ______________

Number of information requests **sent to other** libraries (exclude interlibrary loans) 61 ______________

LIBRARY BOARDS

If your library has a library board, is it governing or advisory?
☐ Governing ☐ Advisory

Board members are (check all applicable) ☐ Appointed ☐ Elected

Board members are appointed by (check all applicable)
☐ City Government ☐ County Gov't ☐ Other

LIBRARY STAFFING AND SALARIES

Number of Full-Time Equivalents

Persons Holding Title of Librarian
- with master's degree from program accredited by ALA 62 ______________
- with any other master's degree 63 ______________
- other persons holding title of librarian 64 ______________

All other paid staff (exclude plant operation, security, and maintenance staff) 65 ______________

Total paid library staff 66 ______________

What was the Head Librarian's annual rate of salary in LFY 1988? 67 $______________

How many hours per week is the Head Librarian currently employed in library duties? 68 ______ hours per week

LIBRARY USE CHARGES AND FEES

Rule 1.72 of the Rules for Administering the Library Systems Act requires a public library to "provide library services without a use charge to all persons residing in the library's tax supporting political subdivision."

The only exceptions at the discretion of the library's governing authority are: "reserving library materials; use of meeting rooms; replacement of lost borrower cards; fines for overdue, lost or damaged materials in accordance with local library policies; postage; in-depth reference services on a contractual basis; photocopying; library parking; service to non-residents; sale of publications; rental and deposits on equipment; and charges for the use of materials and machine-readable data bases not owned by the library, major resource center, or regional library system for which the vendor or supplier has charged a borrowing fee."

Please describe in the space below charges assessed to residents for any library services not listed in Rule 1.72. Also, please identify the fee structure. Use an additional page if necessary.

Does your library charge deposits or use fees to any of the groups below that reside within the library's service area? (Check any applicable groups):

☐ New Residents ☐ Temporary Residents ☐ College Students ☐ Military

If the answer is yes to any of the four choices, please submit a copy of the policy authorizing this charge if the policy is not already on file with the State Library.

Does your library charge a nonresident fee or deposit to persons living outside the library's service area? ☐ Yes ☐ No

If the answer is yes, then outside what areas (city, county, school district, etc.) are persons charged a fee for use of the library?

Does your library participate in any reciprocal borrowing agreements?
(Reciprocal borrowing is an agreement between libraries that allows patrons from each library to borrow materials from the other without payment of a non-resident use fee.)

☐ Yes ☐ No

If yes, please list the libraries with which an agreement exists.

LIBRARY HOURS

Number of hours of library service provided by your main library, branch libraries, and bookmobiles during a regular week (Do not count overlapping hours among branches, bookmobiles, stations, etc..) 69 __________

Number of annual service hours (Count overlapping hours) 70 __________

SCHEDULE OF HOURS OF THE MAIN LIBRARY OR LIBRARY SYSTEM HEADQUARTERS

(If the library closes for the lunch hour, be sure to reflect this in the schedule.)

REGULAR-SCHEDULE

Sunday __________
Monday __________
Tuesday __________
Wednesday __________
Thursday __________
Friday __________
Saturday __________

WEEKLY TOTAL __________

SUMMER-SCHEDULE

Sunday __________
Monday __________
Tuesday __________
Wednesday __________
Thursday __________
Friday __________
Saturday __________

WEEKLY TOTAL __________

ADMINISTRATIVE USE ONLY
DO NOT WRITE HERE

ADMINISTRATIVE USE ONLY
DO NOT WRITE HERE

BRANCH AND/OR BOOKMOBILE INFORMATION

(Attach a separate sheet if more space is necessary. A library may submit its own published listing of branch hours and locations, if such a list is available.)

The library has ☐ no branches ☐ no bookmobiles.

☐ Branch
☐ Bookmobile Name ______________________

Mailing Address ______________________
street or p. o. box # city zip code

Street Address ______________________
(if different) street city zip code

Phone ______________________
area code number

Name of Librarian ______________________
first name last name

REGULAR-SCHEDULE		SUMMER-SCHEDULE	
Sunday		Sunday	
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	
WEEKLY TOTAL		WEEKLY TOTAL	

ADMINISTRATIVE USE ONLY
DO NOT WRITE HERE

ADMINISTRATIVE USE ONLY
DO NOT WRITE HERE

SYSTEM MEMBERSHIP APPLICATION FORM

Authorization to Apply for New or Continuing System Membership

LIBRARY NAME: ______________________________ CITY ____________________

This Authorization for Application should be completed only for the following reasons:

- Your library is applying for new membership in the Texas Library System
- Your library wishes to continue its membership in the Texas Library System for the upcoming state fiscal year (SFY 1990).

All signatures are necessary. Current members of the Texas Library System MUST obtain all necessary signatures if they wish to continue their System membership during SFY 1990.

Signatures of city secretaries, county clerks, and so forth **are not valid** substitutions for the signatures of mayors, city managers, county judges, or school superintendents.

IF you are unable to obtain all necessary signatures before this form is due at the State Library, THEN send to the State Library all other pages **except this Authorization** and indicate approximately when the Authorization for Application will be forthcoming. After obtaining the required signatures, mail this page to the Texas State Library at your earliest convenience.

> *By signing this form, the applying library is certifying that the information presented in its Annual Report for Local Fiscal Year 1988 is complete and accurate.*

AUTHORIZATION

SIGNATURE of Mayor, City Manager, County Judge, or School Superintendent (Circle applicable one)	Typewritten or printed name
SIGNATURE of Head Librarian	Typewritten or printed name
SIGNATURE of Library Board Chair	Typewritten or printed name

Attachment 7

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

William D. Gooch
Director and Librarian

MEMORANDUM

TO: Local Recipients of Texas State Library Grants

FROM: Catherine Lee, Grants Administrator
Library Development Division

DATE: March 2, 1988

SUBJECT: Property Inventory Procedures for Property Purchased Locally With Grant Funds from Texas State Library

Attached is Form TSL 51-12, "Property Inventory Record." All non-expendable property with a unit acquisition cost of $300 or more must be listed on the attached form and forwarded to the Texas State Library following purchase. This includes all such property purchased with program income. Property purchased with program income must be assigned a federal and/or state percentage share depending on the grant from which this income originates.

Non-expendable personal property purchased by the grant recipient, includes equipment, books, films, videocassettes, computer software, and other print and non-print library materials with an acquisition cost per unit of $300 or more. Do not co-mingle different types of media on one form; separate records need to be kept for each type of media. When State Library staff asks you to verify your inventory every two years, you will be sent one printout for equipment and furniture and different printouts for the different types of media you have acquired.

When submitting an inventory sheet for equipment and furnishings, please begin the "Property Description" column with a glossary term. In other words, a cassette tape player would be listed as "AUDIO TAPE DEVICE, Sony cassette tape player." Glossary terms are available in the attached publication. If no glossary term is appropriate, suggest one but avoid using brand names.

The column "Location of Property" identifies the site where the property is actually being used. If the property is placed in a location other than the Major Resource Center central library (e.g., branch libraries, area libraries, community libraries, etc.), fill in the name of the library having actual physical possession of the property or the library to which the property is assigned for an extended period. If the property is on a rotating circuit, then list the originating library, e.g. sponsoring MRC, as the location. Then write "packet" next to location.

(over)

AN EQUAL OPPORTUNITY EMPLOYER

Administration	(512) 463-5460	Information Services	(512) 463-5455
Administrative Services	(512) 463-5474	Library Development	(512) 463-5465
Archives	(512) 463-5480	Local Records	(512) 463-5478
Data Processing	(512) 463-5481	Records Management	(512) 454-2705
Blind and Physically Handicapped	(512) 463-5458		

In order to lengthen the "Description" line of the property record, we eliminated two columns previously included on the property inventory forms. These columns were labeled "% State Funds" and "% Federal Funds." In virtually every case, the property is purchased from a single contract, and we can discern whether federal or state funds are used by the contract number. However, in a few cases, the expense for a property item will be shared between two contracts. If this occurs, please add a note to the form explaining the basis for allocating the cost between contracts. We have also deleted the column for "Source of Property" which previously had included the vendor, supplier, or agent directly reimbursed for the property.

It is perfectly allowable for a subgrantee to submit inventory information on another form, such as a locally computer-generated record. However, the subgrantee must continue submitting all date elements required on the attached form in order for the contract requirements to be met.

It is essential that the Grant Contract Number assigned by the Texas State Library be included on the form in the blank indicated. If there is no Manufacturer's Serial Number on each separate piece of property purchased, please include a unique inventory control number assigned locally. Please indicate the condition of new items as such under the column headed "Condition."

PROPERTY INVENTORY RECORD*
(Purchase Price More Than $300.00)

1. City or County____________________

2. Contract Number____________________
(as assigned by Texas State Library)

3. This inventory is for: ☐ Furniture/ Equipment ☐ 16mm and 8mm Films ☐ Videocassettes ☐ Computer Software ☐ Monographs ☐ Other (please designate)
(Submit only one category of library material on each inventory form.)

Glossary Term	Description	Mfr.'s Serial # or Other Unique ID #	Purchase Price	Purchase Date (Year/Month/Date)	Location of Property	Condition/ Status
			$			
			$			
			$			
			$			
			$			
			$			
			$			
			$			
			$			
			$			

*All non-expendable personal property with a unit acquisition price of more than $300.00, including equipment, books, films, videocassettes, computer software, and other print and non-print library materials purchased by sub-grantees, must be listed and forwarded to the Library Development Division, Texas State Library, Box 12927, Capitol Station, Austin, Texas 78711 after purchase.

Attachment 8

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

William D. Gooch
Director and Librarian

MEMORANDUM

TO: Local Recipients of Texas State Library Grants (Excluding Systems)

FROM: Catherine Lee, Grants Administrator
Library Development Division

DATE: March 2, 1988

SUBJECT: Disposition of Nonexpendable Personal Property Purchased With Grant Funds Under Contract from the Texas State Library

Policy on Disposition of Property

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property

AN EQUAL OPPORTUNITY EMPLOYER

Administration (512) 463-5460
Administrative Services (512) 463-5474
Archives (512) 463-5480
Data Processing (512) 463-5481
Blind and Physically Handicapped (512) 463-5458
Information Services (512) 463-5455
Library Development (512) 463-5465
Local Records (512) 463-5478
Records Management (512) 454-2705

entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in." The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a subgrantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in" is $200 ($800 minus $600 equals $200).

Enclosure: Property Disposition Report Form

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

William D. Gooch
Director and Librarian

MEMORANDUM

TO: Recipients of Texas State Library System Operations Grants

FROM: Catherine Lee, Grants Administrator
Library Development Division

DATE: March 2, 1988

SUBJECT: Disposition of Nonexpendable Personal Property Purchased With Grant Funds Under Contract from the Texas State Library

Policy on Disposition of Property Acquired Through FY 1985

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property

AN EQUAL OPPORTUNITY EMPLOYER

Administration	(512) 463-5460	Information Services	(512) 463-5455
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Data Processing	(512) 463-5481	Records Management	(512) 454-2705
Blind and Physically Handicapped	(512) 463-5458		

entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Disposition of Property Acquired After FY 1985

When non-expendable personal property with a unit acquisition cost of $300 or more is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the Texas State Library. Title to property with a unit acquisition cost of less than $300 shall be vested in the system member library for which the property was purchased.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library.

For property with a unit acquisition cost of $300 or more, the State Library will authorize one of the following alternatives:

1) The subgrantee may be permitted to obtain title. If the property had an acquisition cost of more than $300, then title may be obtained by the subgrantee after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of $300 or more and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of the property must be remitted to the Texas State Library. The recipient may, however, deduct and retain $100 or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

3) The subgrantee may be directed to transfer the property to another subgrantee. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $300 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property in accordance with (2) above.

When property with a unit acquisitions cost of less than $300 is purchased for a system member library, title is vested in that library. The library shall retain the property as long as it is needed to accomplish the purpose of the project. When the property is of no further use, the library may sell it without compensation to either state or federal government.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in." The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a subgrantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in" is $200 ($800 minus $600 equals $200).

Enclosure: Property Disposition Report Form

DISPOSITION REPORT FOR PROPERTY PURCHASED WITH FEDERAL AND STATE GRANT FUNDS

1. City or County ____________________

2. Contract Number ____________________
(as assigned by Texas State Library)

Property Description	Mfr.'s Serial # or Other Unique ID #	Location of Property	Purchase Price	Purchase Date (Year/Month/Date)	Date of Sale	Sale Price	Other Disposition (Describe)	Reimbursement Due State Library
			$			$		$
			$			$		$
			$			$		$
			$			$		$
			$			$		$
			$			$		$
			$			$		$
			$			$		$

1. Reimbursement checks for property purchased with federal and state funds should be made payable to the Texas State Library and forwarded to this agency, unless the recipient is notified to deposit the check in a program income account for an ongoing Texas State Library grant program. A copy of the Disposition Report must accompany the check.
2. If the property had a purchase price of less than $1000 per unit, or, if the property has no further use value, no reimbursement is necessary.
3. For all property not covered by (2), the property shall be: (a) sold and the Texas State Library shall be reimbursed in an amount computed by applying the percentage of federal or state share to the sale price, or; (b) retained by the recipient for its own use and the Texas State Library shall be reimbursed in an amount computed by applying the percentage of federal or state share in the property to its current market value; or (c) transferred to another location if the Texas State Library exercises its right to transfer the property.

*These procedures do not apply to property purchased by the Texas State Library and loaned to libraries in Texas for an indefinite period of time. This property is subject to different disposition procedures, which are available by writing the Texas State Library.

Attachment 9

TEXAS STATE LIBRARY PROPERTY INVENTORY GUIDELINES
EQUIPMENT

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to carry out successfully the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded property. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each property item;
- to verify the existence, current utilization, and continued need for grant-funded property; and
- to reconcile the property records against the audited expenditures for property.

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable personal property purchased with grant funds. Local agencies must also provide inventory records for property acquired with program income generated as a result of the grant. Non-expendable personal property is defined as property having a unit acquisition cost of $300.00 or more and a life expectancy of more than one year. This definition includes equipment, furnishings, computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50.00 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to equipment and furnishings. Instructions for conducting inventories of library materials are available from the State Library in separate guidelines.

The property phase of the inventory project will be due to the State Library nine months from the receipt of these guidelines. Local agencies are to contact the Library Development Division staff if any problems arise.

To verify the condition and location of the property assigned by local agencies to other libraries in the state, the Texas State Library staff suggests that you survey the depository libraries. It is not required that you physically verify the condition of the property; rather, you can rely upon the written response of other library directors entrusted with the safekeeping of your equipment.

Within the nine month period, after you complete your inventory, you should return to the State Library one of the print-outs listed below with the status and condition for each item clearly marked. You may return either list.

Specific Instructions

With these instructions, the Texas State Library is sending you two print-outs of the inventory records you have filed with the state:

- A print-out by contract number of the property purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This print-out will facilitate reconciliation of the amount of property listed on the inventory records with the amount of grant funds expended for tangible personal property as reported in the audit.

- a print-out arranged alphabetically by glossary terms. This print-out should make it easier to verify the condition and location of property since all similar objects are grouped (e.g., all typewritters are listed together, etc.). The glossary, which attempts to be very general, is attached for your review. Please feel free to make suggestions to the State Library for needed additions or changes to the glossary.

By nine months from the date the guidelines are received, you should return to the State Library one print-out. The print-out to be updated should be the easiest one for you to work with. On this print-out you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the property and/or to the disposition of the property;

On the enclosed property inventory forms, you should:

- add new property inventory listings which might have been omitted from the inventory records on file at the State Library.

Follow character limitations mentioned elsewhere in these guidelines whenever possible.

Use the terms given in the attached Glossary whenever possible. If no appropriate term is given for the item, furnish an appropriate term, but avoid using brand names.

The specific headings on the property inventory print-outs correspond to the information requested on the Property Inventory Forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Property. The Texas State Library identified for each item of property a glossary term. Following this glossary term are the terms used by the local agency to describe the property. When available, the model number is used to further describe the property. If you are adding new property, please try to limit your description to 136 characters.

Identification Number. This number must ensure that the property can be uniquely identified from other similar property. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. This field can satisfactorily handle a number of 13 characters. If you have two numbers, separate them by means of a slash (/). Where more than 13 numbers were provided for an item, the characters after 13 were dropped. If more than 13 characters are critical for local control functions, we suggest that one set of characters be added to the Property Description field.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the property inventory print-out corresponds to the category "Source of Property" on the Property Inventory Form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the property. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Purchase Price. The purchase or acquisition cost, according to federal regulations, means "the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usuable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the property was purchased or acquired. This date may vary according to local accounting and property management systems, but usually it is the date the merchandise was received. However, alternative dates,such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the Property Inventory Form which are labeled "% Federal" and "% State". Since most property was purchased with funds from a single contract, the State Library only listed on the print-out a percentage if the property item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the property item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").

- the property item was purchased with funds from two different contracts. For example, if a projector was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged print-out that "45% state, 55% federal" funds were used.

In cases where grant property was traded-in for new property, see Trade-In instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each each item of property listed on the inventory. The eight codes are the following:

Condition (list one for each item)

1. Number 1 means that the property item is new and therefore in excellent condition.

2. Number 2 means that the property is in good condition. It is in working condition and is currently in use exclusively for grant-related purposes.

3. Number 3 means that the property is in good condition. It is in working condition and is currently being shared between the grant program and other local library services.

4. Number 4 means that the property is in good condition. It is in working condition and is currently not being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the property is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the property item is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the property item is stored (e.g, not in use). Subgrantees should indicate whether the property will be used in the immediate future (e.g., film projector which is used as a substitute) or whether the property is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the property item has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

When you return the completed print-out to the State Library, you must include a code from each of the two groups for each piece of property. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing typewriter would be "0/6" since its condition is unknown. A new typewriter would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each property item. If the property is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). However, if the property is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Date of Sale. If the property was sold, then the date on which the property was transferred to the new owner should be noted on the inventory records. See Disposition Instructions for more information regarding the sale of property.

Sale Price. Identify in this column the price for which the property was sold. Do not include selling costs, such as advertising costs in this column. See Disposition Instructions for more information regarding the sale of property.

Refund Paid TSL. Identify in this column the amount of the refund due the Texas State Library from the sale of property. See Disposition Instructions for more information regarding how to determine the amount of refund.

Other Disposition - Briefly Describe. If the property has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the property was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's print-out already indicates a number 6 under the Condition/Status column, then a police report is already on file with the State Library.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a sub-grantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in is $200 ($800 minus $600 equals $200).

Policy on Disposition of Property

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of property with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for property and the amount included on the property inventory records. The grant recipient must account to the State Library for the variance.

One means for explaining the variance would involve drawing a sample of vouchers and summarizing from the sample the amount of property with a per unit acquisition cost below $50 (or $300 after September 1, 1982) and the amount of auxiliary costs (e.g., cost of installation, transportation, taxes, duty or protective in-transit insurance) which might have been excluded from the purchase prices listed on the inventories. If the variance between the audited and inventoried expenditures is consistent with the variance found on the sample, then a reasonable explanation is available.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for property in the audit and inventory records. If you have any questions, please contact Grants Administrator, Library Development Division, Texas State Library, Box 12927/Capitol Station, Austin, Texas 78711 or call 512/463-6626. Office of Management and Budget Circular A-102, Attachment attached.

TEXAS STATE LIBRARY PROPERTY INVENTORY GUIDELINES
EQUIPMENT
(System Operations Grants)

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to carry out successfully the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded property. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each property item;
- to verify the existence, current utilization, and continued need for grant-funded property; and
- to reconcile the property records against the audited expenditures for property.

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable personal property purchased with grant funds. Local agencies must also provide inventory records for property acquired with program income generated as a result of the grant. Non-expendable personal property is defined as property having a unit acquisition cost of $300.00 or more and a life expectancy of more than one year. This definition includes equipment, furnishings, computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50.00 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to equipment and furnishings. Instructions for conducting inventories of library materials are available from the State Library in separate guidelines.

The property phase of the inventory project will be due to the State Library nine months from the receipt of these guidelines. Local agencies are to contact the Library Development Division staff if any problems arise.

To verify the condition and location of the property assigned by local agencies to other libraries in the state, the Texas State Library staff suggests that you survey the depository libraries. It is not required that you physically verify the condition of the property; rather, you can rely upon the written response of other library directors entrusted with the safekeeping of your equipment.

Within the nine month period, after you complete your inventory, you should return to the State Library the print-out by contract number with the status and condition for each item clearly marked.

Specific Instructions

With these instructions, the Texas State Library is sending you two print-outs of the inventory records you have filed with the state:

- A print-out by contract number of the property purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This print-out will facilitate reconciliation of the amount of property listed on the inventory records with the amount of grant funds expended for tangible personal property as reported in the audit.

- a print-out arranged alphabetically by glossary terms. This print-out should make it easier to verify the condition and location of property since all similar objects are grouped (e.g., all typewritters are listed together, etc.). The glossary, which attempts to be very general, is attached for your review. Please feel free to make suggestions to the State Library for needed additions or changes to the glossary.

By nine months from the date the guidelines are received, you should return to the State Library the print-out by contract_number. On this print-out you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the property and/or to the disposition of the property;

On the enclosed property inventory forms, you should:

- add new property inventory listings which might have been omitted from the inventory records on file at the State Library.

  Follow character limitations mentioned elsewhere in these guidelines whenever possible.

  Use the terms given in the attached Glossary whenever possible. If no appropriate term is given for the item, furnish an appropriate term, but avoid using brand names.

The specific headings on the property inventory print-outs correspond to the information requested on the Property Inventory Forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Property. The Texas State Library identified for each item of property a glossary term. Following this glossary term are the terms used by the local agency to describe the property. When available, the model number is used to further describe the property. If you are adding new property, please try to limit your description to 136 characters.

Identification Number. This number must ensure that the property can be uniquely identified from other similar property. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. This field can satisfactorily handle a number of 13 characters. If you have two numbers, separate them by means of a slash (/). Where more than 13 numbers were provided for an item, the characters after 13 were dropped. If more than 13 characters are critical for local control functions, we suggest that one set of characters be added to the Property Description field.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the property inventory print-out corresponds to the category "Source of Property" on the Property Inventory Form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the property. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Purchase Price. The purchase or acquisition cost, according to federal regulations, means "the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usuable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the property was purchased or acquired. This date may vary according to local accounting and property management systems, but usually it is the date the merchandise was received. However, alternative dates,such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the Property Inventory Form which are labeled "% Federal" and "% State". Since most property was purchased with funds from a single contract, the State Library only listed on the print-out a percentage if the property item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the property item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").
- the property item was purchased with funds from two different contracts. For example, if a projector was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged print-out that "45% state, 55% federal" funds were used.

In cases where grant property was traded-in for new property, see Trade-In instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each each item of property listed on the inventory. The eight codes are the following:

Condition (list one for each item)

1. Number 1 means that the property item is new and therefore in excellent condition.

2. Number 2 means that the property is in good condition. It is in working condition and is currently in use exclusively for grant-related purposes.

3. Number 3 means that the property is in good condition. It is in working condition and is currently being shared between the grant program and other local library services.

4. Number 4 means that the property is in good condition. It is in working condition and is currently not being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the property is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the property item is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the property item is stored (e.g, not in use). Subgrantees should indicate whether the property will be used in the immediate future (e.g., film projector which is used as a substitute) or whether the property is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the property item has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

When you return the completed print-out to the State Library, you must include a code from each of the two groups for each piece of property. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing typewriter would be "0/6" since its condition is unknown. A new typewriter would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each property item. If the property is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). However, if the property is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Date of Sale. If the property was sold, then the date on which the property was transferred to the new owner should be noted on the inventory records. See Disposition Instructions for more information regarding the sale of property.

Sale Price. Identify in this column the price for which the property was sold. Do not include selling costs, such as advertising costs in this column. See Disposition Instructions for more information regarding the sale of property.

Refund Paid TSL. Identify in this column the amount of the refund due the Texas State Library from the sale of property. See Disposition Instructions for more information regarding how to determine the amount of refund.

Other Disposition - Briefly Describe. If the property has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the property was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's print-out already indicates a number 6 under the Condition/Status column, then a police report is already on file with the State Library.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a sub-grantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in is $200 ($800 minus $600 equals $200).

Policy on Disposition of Property Acquired Through FY 1985

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Disposition of Property Acquired After FY 1985

When non-expendable personal property with a unit acquisition cost of $300 or more is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the Texas State Library. Title to property with a unit acquisition cost of less than $300 shall be vested in the system member library for which the property was purchased.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library.

For property with a unit acquisition cost of $300 or more, the State Library will authorize one of the following alternatives:

1) The subgrantee may be permitted to obtain title. If the property had an acquisition cost of more than $300, then title may be obtained by the subgrantee after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of $300 or more and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of the property must be remitted to the Texas State Library. The recipient may, however, deduct and retain $100 or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

3) The subgrantee may be directed to transfer the property to another subgrantee. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $300 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property in accordance with (2) above.

When property with a unit acquisitions cost of less than $300 is purchased for a system member library, title is vested in that library. The library shall retain the property as long as it is needed to accomplish the purpose of the project. When the property is of no further use, the library may sell it. The proceeds from the sale of property may be retained for local use with no further obligation to either state or federal government.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for property and the amount included on the property inventory records. The grant recipient must account to the State Library for the variance.

One means for explaining the variance would involve drawing a sample of vouchers and summarizing from the sample the amount of property with a per unit acquisition cost below $50 (or $300 after September 1, 1982) and the amount of auxiliary costs (e.g., cost of installation, transportation, taxes, duty or protective in-transit insurance) which might have been excluded from the purchase prices listed on the inventories. If the variance between the audited and inventoried expenditures is consistent with the variance found on the sample, then a reasonable explanation is available.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for property in the audit and inventory records. If you have any questions, please contact Grants Administrator, Library Development Division, Texas State Library, Box 12927/Capitol Station, Austin, Texas 78711 or call 512/463-6626.

TEXAS STATE LIBRARY
LIBRARY MATERIALS INVENTORY
GUIDELINES

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to carry out successfully the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded library materials. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each item;
- to verify the existence, current utilization, and continued need for grant-funded materials; and
- to reconcile the property records against the audited expenditures for materials.

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable material purchased with grant funds. Local agencies must also provide inventory records for materials acquired with program income generated as a result of the grant. Non-expendable material is defined as material having a unit acquisition cost of $300.00 or more and a life expectancy of more than one year. This definition includes computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50.00 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on the local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to films and other library materials. This materials report is due to the State Library within six months from receipt of these guidelines. Local agencies are to contact the State Library, Library Development Division staff if any problems arise.

If any library materials are on deposit at member libraries, the Texas State Library staff suggests that you survey the depository libraries to verify the condition and location of materials. It is not necessary that you physically verify the condition; you can rely upon the written response of the local library directors entrusted with the safekeeping of the materials.

Within the six month period, after you complete your inventory, you should return to the State Library one of the print-outs listed below with the status and condition for each item clearly marked. You may return either list.

Specific Instructions

With these instructions, the Texas State Library is sending you two print-outs of the inventory records for each type of media (film, monograph, videocassette, etc.) you have filed with the state:

- A print-out by contract number of materials purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This print-out will facilitate reconciliation of the amount of materials listed on the inventory records with the amount of grant funds expended for tangible library materials as reported in the audit, if discretely identified.

Specific Instructions (continued)

- a print-out arranged alphabetically by title.

By six months from the date the guidelines are received, you should return to the State Library the print-out by contract number. On this print-out you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the materials and/or to the disposition of materials;

On the enclosed inventory forms, you should:

- add new material inventory listings which might have been omitted from the inventory records on file at the State Library.
- Follow character limitations mentioned elsewhere in these guidelines whenever possible.

The specific headings on the inventory print-outs correspond to the information requested on the inventory forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Material. This field includes the title of the film or other library material. When submitting information about monographic purchases on the property form, use full bibliographic citations, including copy numbers. Because of character limitations in the title field, this information will be truncated on the print-out which is prepared by the State Library.

Identification Number. Include in this field the unique inventory number of films, videocassettes, computer software, etc. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. For monographs, include the classification number. If possible, include the copy number in this field. If you cannot include the copy number in this field and stay within the character limitation, include the copy number in the Description of Material.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the inventory print-out corresponds to the category "Source of Material" on the inventory form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the material. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Specific Instructions (continued)

Purchase Price. The purchase or acquisition cost, according to federal regulations, means the net invoice price of the material. Other charges such as transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the material was purchased or acquired. This date may vary according to local accounting and material management systems, but usually it is the date the merchandise was received. However, alternative dates,such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the inventory form which are labeled "% Federal" and "% State". Since most material is purchased with funds from a single source contract, the field is usually blank. The State Library only lists on the print-out a percentage if the material item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").
- the item was purchased with funds from two different contracts. For example, if a film was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged print-out that "45% state, 55% federal" funds were used.

In cases where grant material was traded-in for new material, see Trade-In Instructions elsewhere in these guidelines.

Specific Instructions (continued)

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each each item of material listed on the inventory. The eight codes are the following:

Condition (list one for each item)

Number 0 means none of the following designations apply.

1. Number 1 means that the material is new and therefore in excellent condition.

2. Number 2 means that the material is in good condition. It is in working condition and is currently in use exclusively for grant-related purposes.

3. Number 3 means that the material is in good condition. It is in working condition and is currently being shared between the grant program and other local library services.

4. Number 4 means that the material is in good condition. It is usable, but is not currently being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the material is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the material is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the material is stored (e.g, not in use). Subgrantees should indicate whether the material will be used in the immediate future or whether the material is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the material has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

Specific Instructions (continued)

When you return the completed print-out to the State Library, you must include a code from each of the two groups for each piece of material. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing film would be "0/6" since its condition is unknown. A new film would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each material item. If the material is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). However, if the material is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Other Disposition-Briefly Describe. If the material has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the material was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's print-out already indicates a Number 6 under the Condition-Status column, then a police report is already on file with the State Library.

Policy on Trade-Ins

Material may be exchanged for replacement material if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original item is traded in, the subgrantee should file with the State Library a Disposition Form and should note that the material is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference, not necessarily the trade-in value shown on an invoice."

Policy on Disposition of Material

When non-expendable material is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the material in the project as long as there is need for the material to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the material to accomplish the purposes of the project, the recipient may use the material in connection with other library services, with priority being given to other federal or state supported library activities. When the material no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the material had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the material.

(2) The subgrantee may be directed to sell the material. If the material had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the material in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan material held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other material entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the material, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased material would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of material with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the material had a unit acquisition cost of $1,000 or more, the recipient may sell the material and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the material to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the material title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the material, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal material having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the material and reimburse the state or federal government in accordance with (2) above.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for material, when available, and the amount included on the material inventory records. The grant recipient must account to the State Library for the variance. The State Library staff will evaluate whether the variance is within acceptable range.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for material in the audit and inventory records. If you have any questions, please contact Grants Administrator, Library Development Division, Texas State Library, Box 12927/Capitol Station, Austin, Texas 78711 or call 512/463-6626. Office of Management and Budget Circular A-102, Attachment N, Property Management Standards is attached.

Attachment 10

MONITORING GUIDE: GENERAL POLICIES

The focus of onsite monitoring of a library system will be on performance, and specifically on determining:

1. How effective is the system in setting and meeting its performance objectives?
2. How effective is the system program in meeting the needs of the membership?
3. How efficient is the system operation in carrying out the annual plan of service at a reasonable cost per unit of service?
4. How effective is the system in evaluating current services, and in planning for the changing needs of the membership?
5. How effective is the management of the system grant in such specific areas as accounting and auditing, property inventory, and contract oversight?

During the monitoring visits, the Texas State Library will meet with the following persons on an individual basis:

1. The Major Resource Center (MRC) director
2. The MRC assistant director, if that person is directly involved/and or charged with system responsibilities
3. The library's business manager or fiscal officer, if a fiscal review is regarded as necessary
4. The system coordinator
5. System Advisory Council members, whenever possible
6. Selected system member directors

Performance data will be derived from the system Standardized Report Forms and Local/System Objectives Forms which are submitted monthly to the State Library. Other source material will be annual and biennial system plans of service, biannual evaluation reports, and Financial Status Reports.

State Library staff will visit two or three system member libraries of various sizes and will discuss with the library directors their reactions to the services they have received.

A financial management review will be conducted if there have been problems with the fiscal management of grant funds.

Two weeks following the onsite interviews, the State Library staff will prepare a written report, which will be sent to the MRC director, the system coordinator and the system advisory council chair. The report will be available for others upon request.

DISSEMINATION OF LSCA INFORMATION

The process of information dissemination provides for the distribution and review of LSCA documents, the periodic publication of program descriptions and evaluations, and the provision of information concerning cooperative multi-library endeavors to the public.

Before the Long Range Plan is submitted to the U.S. Department of Education, it is sent to the Governor's Budget and Planning Office. Since many of the state agencies have overlapping constituencies and service programs, the Budget and Planning Office annually distributes copies of all annual and long range programs required under federal law to the appropriate agencies for their review and comments.

The widest possible national distribution of all LSCA documents is through the ERIC Clearinghouse. The Long Range Plan, the Annual Program of Service and the Annual Report(s) are submitted to ERIC when final approval from the Department of Education is received.

The Library Services and Construction Act Advisory Council and the Library Systems Act Advisory Board also review the Plan. Copies are available for loan to any interested person through the Library Science Collection of the Texas State Library.

Information about the Long Range Plan has been disseminated through the State Library's publication, Texas Libraries. Articles in the Library Development Division's publication, Library Developments, are published periodically about all LSCA activities. Both publications have wide circulation throughout the state including public libraries, regional Systems Advisory Council members, consortia of state agencies, other State Libraries, branches of major public libraries, state residential institutions, academic libraries, Library Systems Act Advisory Board, LSCA Advisory Council, System Coordinators, library schools, and interested individuals and organizations.

In addition to disseminating information derived from the Long Range Plan, the State Library also seeks to provide updated information to the public on the development of programs through cooperative networks of libraries.

This information is important to ensure the effective coordination of resources of multi-type libraries, to encourage the further development of cooperative efforts and to make the public aware of the services available through such efforts. Some of the various mechanisms for dissemination include periodic articles and reports published in Texas Libraries, program descriptions published in the newsletters of the ten systems, and articles in Library Developments.

The State Library is also committed to informing the public of the services offered through cooperative programs. The dissemination of information to the public is essential in order to assure equitable and maximum use of resources. This is of particular importance in areas of Texas where programs impact on linguistically diverse user groups. Some of the mechanisms for increasing the public's awareness of available services include radio and television spots, bilingual flyers, posters, etc. Produced by regional systems, and articles and reports published in Texas Libraries.

Regular meetings of system personnel will be sponsored by the State Library to ensure that system coordinators have an opportunity to exchange information about their project accomplishments and problems. In addition, attempts are made to keep the public library community apprised of significant developments in the project through this division's publication program.

COORDINATION OF LSCA PROGRAMS WITH INSTITUTIONS OF HIGHER EDUCATION AND PUBLIC SCHOOLS

The Division of Planning and Budget in the Governor's Office sends the LSCA Annual Program of Service and the Long Range Plan to the Texas Education Agency, the Coordinating Board, Texas College and University System, and various other state agencies with educational responsibilities. Thus the agencies are informed of areas of mutual concern and given an opportunity to comment. The two agencies mentioned above, as well as the Texas Commission for the Blind, the Texas Commission for the Deaf, and the Texas Department of Mental Health and Mental Retardation have provided comments in recent years.

The Long Range Plan for Statewide Library Development makes reference to several ongoing and future multitype cooperative projects. State Library funding is provided for the Major Resource Center Bibliographic Network, which includes all types of libraries entering records into OCLC. The Interlibrary Loan network is open to public, special, and academic libraries. The Texas State Library continues to maintain and staff a Library Science Collection for statewide usage by any interested persons; specialized consulting is provided upon request to public, academic, school, and special libraries. The State Library assists in the collection, analysis, and publication of statistics from Texas' public, special, and academic libraries to assist libraries in their own planning and evaluation efforts and to provide data for long range planning by the state.

The agency facilitates, coordinates, and promotes statewide library continuing education activities, and provides specialized training for staffs of all types of libraries. Audiovisual program consultation, training, and circulation of a centralized collection are available to all public, academic and institutional libraries. Feasibility studies are proposed on development of cost-effective rapid interlibrary materials delivery systems and on inclusion of school libraries in existing interlibrary materials and information networks.

Recent examples of Title III demonstrations of multitype cooperation include:

-- a programming and materials cooperative among school and county libraries in Atascosa County

-- a model for public and school library cooperation to deliver optimal library services to disadvantaged youth in Dallas

-- resource sharing through development and distribution of computer-based public library catalogs in Hidalgo County schools and Houston schools

-- development of a shared circulation system between public and academic libraries in Victoria

-- demonstration of an interlibrary delivery system among public and academic library members in the CORAL consortium

-- a feasibility study and development of technical specifications by AMIGOS Bibliographic Council for computer-to-computer communications protocol necessary to interconnect on-line circulation systems of five large libraries within a multitype consortium

-- development of a cooperative union list of periodicals in fifteen academic libraries and the Dallas and Fort Worth Public Libraries

-- development of a machine readable data base of the holdings of public and academic libraries in the Amarillo area

-- compilation and publication of a directory of all types of libraries in the Central Texas area

-- development of a central bibliographic data base with on-line access at each participating library in Plano

-- an educational program in corrective and preventive conservation for public and academic libraries in Richardson

-- a cooperative school/public library project which serves two schools without libraries and includes services to an adult learning center in Houston

-- production of union lists of serials for libraries in the Abilene area, the San Antonio area, the East Texas region, and the West Texas region.

-- enhancement of a shared automated library system to serve all types of libraries in the Panhandle region.

In addition, representatives of higher education and public schools serve on both the LSCA Advisory Council and the LSA Advisory Board to assist in the formulation and evaluation of LSCA funded programs.

In its report to the Sunset Commission the Texas State Library noted that many of its services were targeted for public, academic, school, and special libraries, yet its statutory authority is limited to public libraries. The State Library asked for clarification of its role in coordinating multitype library services and pointed out that enabling legislation is required giving the State Library authority to administer and fund these services. The Sunset Advisory Commission approved draft legislation to be submitted for legislative action in the 1983 session of the Texas Legislature which would amend the current law and provide the State Library with legal authority "to aid and encourage the development of and cooperation between all types of libraries ...". This legislation was subsequently adopted by the Texas Legislature and signed by the Governor in May, 1983.

The Texas Library Association (TLA) and the Texas Council of Library Networks (TCLN) both worked for designation of the State Library as the planning agency of a statewide multitype library system. This status does not conflict with the authority of the Texas Education Agency and the Coordinating Board, Texas College and University System.

POLICIES AND PROCEDURES:
ALLOCATION OF TITLE I FUNDS

Consistent with the criteria set forth in the Texas Basic State Plan, the State-Federal Agreement, and with the maintenance of effort levels for funding of state institutional library services and for library services to the blind and physically handicapped, the Texas State Library will allocate funds for activities and projects as approved by:

(1) the Texas Legislature and Governor's Office through the Biennial Budget process

(2) the State Library and Archives Commission as approved in the LSCA Annual Program

and will allocate funds for activities and projects for which there is an identified need.

All activities and projects will be presented to the LSCA Advisory Council for their recommendations. Priority will be given to the library needs of disadvantaged persons residing in urban or rural areas with high concentrations of low-income families and in areas with high concentrations of persons of limited English-speaking ability. Because of the dispersion and high incidence of these two target groups, the LSCA Advisory Council can address this priority by assuring that projects improve the overall level of library services in the state, in addition to including various sub-projects, in some cases, which specifically target disadvantaged persons.

Administrative Policies Title I

(1) Interest earned on LSCA funds at the subgrantee level after September 1, 1978 shall be refunded to the Texas State Library. Prior to this date subgrants were made without specific provisions regarding interest on subgrants. On February 13, 1978, a clarification of applicable Federal Regulations was received from the Regional Program Officer for LSCA.

(2) For purposes of matching LSCA Title I funds and computing "Maintenance of Effort," the State Fiscal Year (September 1 through August 31 which ends during the appropriate federal fiscal year) shall be used for reporting state expenditures, and the local fiscal years ending within the calendar year immediately preceding the appropriate federal fiscal year shall be used for reporting local expenditures.

(3) All grant administration policies will be based on Office of Management and Budget Circulars A-87, A-102, and HHS Guide OASC-10 as modified by the Uniform Grant and Contract Management Act of 1981. The program is also subject to 34 CFR 770 (Library Services, Public Library Construction, and Interlibrary Cooperation, LSCA), 34 CFR 74, 75, 77, 78, 34 CFR 76 (State Administered Programs).

(4) Established public libraries submitting applications for funding must be qualified as members in the Texas Library System; those applying for establishment grants must meet the criteria for membership as established in the Rules for Administering the Library Systems Act.

(5) A factor in the determination of grant awards will be the performance of the applicant on past, state-funded, Title I and Title III grant programs, as measured by timely and complete adherence to all contractual requirements, both fiscal and programmatic.

POLICIES AND PROCEDURES:
ALLOCATION OF TITLE II FUNDS

I. GENERAL CRITERIA FOR GRANT AWARDS

A. Established libraries submitting applications must meet the criteria established by the Texas State Library for membership in the Texas Library System.

B. Applicants proposing to initiate service with the new facility must furnish certification that they will meet the criteria established by the Texas State Library for membership in the Texas Library System when the facility opens for service.

C. If the proposed application is for the construction, purchase, an addition to, or remodeling of a main library, the facility must meet the minimum gross square footage requirements set forth in Wheeler and Goldhor's Practical Administration of Public Libraries, 1981. However, the table below from Wheeler and Goldhor has been modified to permit construction of a facility no smaller than 5,000 square feet.

POPULATION SIZE**	GROSS SQUARE FEET PER CAPITA
Under 10,000	.7 or 5,000 sq. ft., whichever is greater.
10,000 - 34,999	.6
35,000 - 99,999	.5
100,000 - 199,999	.4
200,000 - 499,999	.35
500,000 and up	.3

** Population size will be based upon the library's service area, as assigned under the Rules for Administering the Library Systems Act.

D. If a proposed facility cannot meet the minimum requirements set forth in C above, the Texas Library Association's Standards and Guidelines for Texas Public Libraries, 1983, may be used. However, no facility less than 5,000 square feet will be recommended for funding.

E. If the proposed application is for construction, purchase, remodeling or addition to a branch, the branch may be no smaller than 5,000 square feet.

F. The maximum grant award which may be applied for will be in accordance with the following table:

Population** Size	Maximum Grant for Main Library Construction or Purchase	Maximum Grant for an Addition to Existing Main Library	Maximum Grant for Branch Construction, Purchase or Addition	Maximum Grant for Remodeling of Existing Facility
Under 10,000	$100,000	$ 50,000	$ -0-	$ 25,000
10,000 - 34,999	$200,000	$100,000	$ -0-	$ 50,000
35,000 - 99,999	$300,000	$150,000	$100,000	$ 75,000
100,000 - 199,999	$400,000	$200,000	$100,000	$ 75,000
200,000 and up	$500,000	$250,000	$100,000	$ 75,000

** Population size will be based upon the library's service area for State Fiscal Year 1985, as assigned under the Rules for Administering the Library Systems Act.

G. All local funds (from governmental or private sources) for construction projects must be deposited with and disbursed by the local governmental unit (i.e., city or county).

H. Applicants must show a match for the LSCA Title II grant at least equal to the amount of the grant. Project cost may include in-kind contributions, as long as applicants are able to furnish adequate documentation for computing the cost in accordance with Attachment F, Office of Management and Budget Circular A-102, "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments." However, projects with a cash match will receive higher funding priority.

I. Only one construction project per applicant will be approved for funding.

J. There is no prohibition from awarding more than one Title II grant to libraries within a particular county, so long as the grants are awarded to different governmental entities. Members of federated library systems may apply for Title II grants. Their population will be determined as the municipal population plus a prorated portion of the county's population, as specified in Rule 1.71 of the Rules for Administering the Library Systems Act.

K. A Title II grant will not be awarded to libraries which evidenced poor performance on past state-funded Title I, Title II, and Title III projects, as measured by timely and complete adherence to all fiscal and program requirements.

L. Applicants must notify the appropriate State Planning Region or Clearinghouse of their intent to apply for a construction grant and to forward a copy of the preapplication for review and comment.

M. All grant administration policies will be based on Office of Management and Budget Circular A-87, A-102, and HHS Guide OASC-10, as modified by the Uniform Grant and Contract Management Act of 1981. The grant program is also subject to federal rules and regulations in 34 CFR 770, 34 CFR 76, 34 CFR 74 (particularly Procurement Standards), 34 CFR 75.600-616 under authority of the Library Services and Construction Act as amended.

N. In addition to the final audit and periodical expenditure data, Title II grant recipients will be required to furnish the State Library copies of the following:

(1) Building program, prepared by the library building consultant.

(2) Opinion signed by a legal counsel describing the interest the applicant has or will have in the site and certifying that the estate or interest is legal and valid;

(3) Evaluation of flood hazards in connection with the proposed project.

(4) Environmental impact assessment.

(5) Tabulation of all bids;

(6) Copies of all contracts.

II. SELECTION PROCESS FOR GRANT AWARDS

Preapplications for Title II grants will be rated according to a system which awards points based on four criteria. These criteria are:

1. Whether the proposed facility will serve an unserved or recently unserved county;

2. The type of construction project proposed;

3. The relative need for additional space according to the Texas Library Association's Standards and Guidelines for Texas Public Libraries; and;

4. The percentage of the estimated project cost to be paid for with local funds which is available at the time of preapplication submittal.

The rating system is as follows:

1. UNSERVED COUNTY - 10 points.

The proposed construction project is in a county presently without public library service, or in a county which has established service in the past three years.

2. TYPE OF CONSTRUCTION PROJECT - 25 point maximum.

A.	Construction of a new central library facility or purchase of an existing building to be converted to a central library facility.	25 points
B.	Addition to an existing central library facility.	20 points
C.	Construction of a new branch library facility or purchase of or addition to an existing building to be converted to a branch library facility.	15 points
D.	Remodeling of an existing library building.	5 points

3. LIBRARY SPACE NEEDS - 50 points maximum.

To what extent does the combined gross square footage of existing library facilities (main, branches) meet the Texas Library Association standard? Points are assigned by using this formula:

$$\text{Points} = \frac{100 - \text{Percent of Standard}}{2}$$

4. FUNDING AVAILABLE - 50 points maximum.

What percentage of the project's total estimated cost to be paid for with local funds is available at the time of preapplication submittal? Points are assigned by using this formula:

$$\text{Points} = \frac{\text{Percent of local funding available}}{2}$$

III. APPLICATION PROCEDURE

Following the deadline for submission, State Library staff will review the preapplications for compliance with all guidelines and instructions. Applications will then be rated. Finally, the applications will be ranked according to the total points received.

Staff recommendations to the State Library and Archives Commission for Title II funding will consist of the highest ranked preapplications, up to the limit of funds available. If available funds are insufficient to fully fund a proposal after the highest ranking proposals have been fully funded, staff will negotiate with the applicant in question to determine if a lesser amount would be acceptable. If the applicant cannot agree to the lesser amount, the staff will open negotiations with the next applicant on the ranked list. This process will be continued until all funds are awarded.

In the event that two proposals receive identical grades, and funds are not sufficient to fund both, the staff will recommend award of the funds (if sufficient) to the applicant requesting the least amount of Title II funding. If funds are insufficient to fund this proposal, staff will enter into negotiations with the applicant as described above. Any funds remaining after an award is made to this applicant will be cause for negotiations with the other applicant in question. If these negotiations are unsuccessful, staff will enter into negotiations with the next applicant on the ranked list.

Following Commission action on award of the grant funds, successful applicants will be mailed the Application for Federal Assistance for Construction Programs to be completed and returned to the State Library. Any problems with the application will be referred by staff to the applicant. If, for any reason, an application cannot be approved or a contract cannot be executed, the preapplication selection procedures described above will be utilized to award the funds to another applicant or applicants.

The following appeals procedure applies to Title II Public Library Construction grants. The procedure has been adopted by the State Library and Archives Commission.

Appeals Procedure

(a) Subgrantees may appeal Texas State Library staff decisions in the following areas:

   (1) denial of grant award;

   (2) termination or suspension of grant for failure to comply with grant terms;

   (3) audit exceptions;

   (4) disallowance of grant expenditures;

   (5) failure to give prior approval to a grant cost;

   (6) procurement dispute; or

   (7) any other relevant issue arising in the administration of the grant.

(b) Steps to be followed in appeals are listed in sequence:

   (1) A subgrantee that wishes to appeal an adverse determination must, within 30 days after receiving such determination, submit a brief, written notice of appeal. The notice of appeal must include a copy of the agency's adverse decision, the amount in dispute, if appropriate, and a brief statement contesting the agency's decision.

   (2) The Texas State Library Appeals Board must within seven days acknowledge receipt of the appeal notice. The board shall be comprised of the assistant state librarian, the fiscal officer of the Texas State Library, and a member of the Texas State Library and Archives Commission. Such member is to be appointed by the chairman of the commission.

POLICIES AND PROCEDURES:
ALLOCATION OF TITLE III FUNDS

Title III in Texas may be utilized for operating a statewide interlibrary loan network or for demonstration grants.

Title III funds may also be made available on a discretionary basis to fund projects involving cooperation between two or more types of libraries.

These funds may also be used to fund the Major Resource Center Bibliographic Network which allows the MRC's to cooperate with other types of libraries through the shared OCLC cataloging database.

OBJECTIVE 1: OPERATE A STATEWIDE INTERLIBRARY LOAN NETWORK

1. Locate requested information and informational materials and arrange their delivery to the requesting library through the operation of an interlibrary loan network, Texas State Library Communications Network, which is a statewide system of libraries.

2. Foster and facilitate low-cost communications between and among libraries and other information facilities within the state.

3. Produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to support rapid identification, access, and referral within the state.

4. Plan and carry out programs to inform potential users of the services of the network.

5. Unique Special Collections: Designate and sustain for service to the people of the state major collections and access mechanisms for wider internal use and greater self-sufficiency within the state.

An evaluation of the project will be made based on the following criteria:

a. volume of requests by type of library

b. average response time to process a request

c. average cost to fill a request.

OBJECTIVE 2: PROVIDE MEANS WHEREBY INNOVATIVE INFORMATION SERVICES ARE MADE AVAILABLE THROUGH DEMONSTRATION GRANTS

6. To encourage multitype library coordination, through the administration of LSCA Title III grants, to facilitate significant cooperative ventures with potential for long term impact.

7. Provide start-up funds for interstate, statewide, regional and local networks of library and information centers, consisting of two or more types of libraries.

8. To coordinate all network developments with national, regional, and state trends and systems designs in order to develop a state-based network, including all Texas libraries, that is compatible technically and operationally with future networks.

9. To demonstrate in a regional and/or statewide library and information network, services, hardware, access procedures, or bibliographic tools that will make available the total information and informational resources of Texas libraries to the primary users of each library type, including the information resources of state government agencies.

10. To conduct demonstrations of interlibrary cooperation in accordance with standards set by the appropriate federal agencies or national associations.

11. To produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to facilitate rapid identification, access, and referral.

12. To coordinate and assist in developing computer support for individual or cooperative library processing or information retrieval.

13. To demonstrate low-cost communications systems between and among Texas libraries and information centers.

14. To support or conduct research, development, and evaluation in areas of statewide or interstate concern, and to disseminate information relating to those areas of concern.

15. To provide information to the public about cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of the school, public, academic, and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center.

Rather than providing continuing operational funds, the intent of Title III is to encourage demonstrations of multitype library cooperation. Demonstration grant evaluation criteria are listed below:

1) Needs

Documentation of need and inadequacy of present responses to the need.

	Points	
a.	0 - +3	description of a significant need
b.	+1	explanation of inadequacy of current responses
c.	+1	explanation of how these needs and responses were assessed
d.	+1	description of how the proposed program will help solve the problem
e.	+1	evidence of consideration of alternative solutions, and the basis for their rejection

2) Purpose

	Points	
a.	0 - +5	clear statement of purpose for proposed program
b.	0 - +10	relevance of proposal to Title III purposes
c.	+2	program purpose clearly related to the identified needs

3) Scope

	Points	
a.	+2	clear statement of which libraries/service agencies are to be involved, and how; if applicable, letters of concurrence with projects' objectives, costs, etc.
b.	0 - +3	potential for utilizing project results in other projects (+1 fair, +2 good, +3 excellent)
c.	0 - +5	relationship of the project to other library developments; priority in scope will be given in the following order: 5 statewide 3 regional 1 local 0 insignificant relationship
d.	0 - +6	significance of the project concept for library development in Texas
e.	0 - +3	degree to which project concept is innovative

4) Budget

	Points	
a.	0 - +6	degree to which expenses for staff, equipment, and operating costs are justified and appropriate for the tasks proposed
b.	0 - +4	local in-kind support or cash support
c.	0 - +4	costs are appropriate to amount of services provided; cost per unit of service if reasonable

5) Staffing

	Points	
a.	0 - +4	project manager is already designated and well qualified
b.	0 - +3	project staffing is appropriate and justified

6) Plan of Operation

	Points	
a.	0 - +5	a timeline specifying when critical events must be) completed within the grant period)
b.	0 - +2	an organization chart or narrative that describes) relationship of project staff to one another and to library management structure)
c.	0 - +2	a description of facilities, equipment, and/or) library materials, needed for the project and) method of procurement: in-kind contribution, lease or purchase)
d.	0 - +3	a description of the method of reporting project) status to governing authority

7) Plan for Evaluation

	Points	
a.	0 - +6	measurable objectives which are appropriate
b.	0 - +2	methods of collecting performance data are reasonable and adequate

8) Publicity Plan

Points	
0 - +2	adequate plan for publicizing the results of the project

9) Other

Points	
0 - + 2	abstract of proposal is included
0 - +12	Council members may award additional points at their discretion

The above criteria will be used by the LSCA Advisory Council to evaluate Title III proposals. For several criteria, a range of points has been indicated. Where there is no range of points indicated, a proposal will be credited with all or none of the points. The total number of points is 100.

In evaluating proposals, reviewers will judge the quality of the application submitted; points will generally not be awarded for merely submitting all required proposal components.

In addition to assigning the following points to each proposal, LSCA Council members may indicate that they do not recommend funding a particular proposal regardless of the number of points it receives. If a sufficient number (generally, two-thirds) of the reviewers so indicate, the proposal will not be recommended for funding.

ADMINISTRATIVE POLICIES FOR TITLE III

A. Interest earned on LSCA funds at the subgrantee level after September 1, 1978 shall be refunded to the Texas State Library. Prior to this date subgrants were made without specific provisions regarding interest on subgrants. On February 13, 1978, a clarification of applicable Federal Regulations was received from the Regional Program Officer for LSCA.

B. All grant administration policies will be based on Office of Management and Budget Circulars A-87, A-102, and HHS Guide OASC-10 as modified by the Uniform Grant and Contract Management Act of 1981. The program is subject to 34 CFR 770 (Library Services, Public Library Construction, and Interlibrary Cooperation, LSCA) and 34 CFR 76 (State Administered Programs).

C. A factor in the determination of grant awards will be the performance of the applicant on past, state-funded, Title I and Title III grant programs, as measured by timely and complete adherence to all contractual requirements, fiscal and programmatic.

D. Public libraries participating in Title III projects must be qualified as members in the Texas Library System.